

Union Board of Governors
Meeting Agenda
September 30, 1958

- I. Executive Committee Report - Pris Orme
- II. Program Committee Report
 1. Introduction of new program staff - Don Finlayson
 2. Summer Program - Hartley Koch
 3. Homecoming - Hank Roberts
 4. Two-Day Orientation - Dick Stanford
 5. Square Dance - Hank Roberts
- III. House and Finance Committee Report - Dick Walters
- IV. Public Relations Committee Report - Dick Mier
- V. Personnel Committee Report - Dick Stanford
- VI. Directors Report - Mr. Starr
- VII . Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

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9/30/58

University of Minnesota Union Board of Governors
Meeting of September 30, 1958

Members Present:

Vernon Ausen, Mimi Baasen, Dick Erickson, Sharon Goldman, Richard Mier, Priscilla Orme, Jane Quale, Hank Roberts, Dr. Snoke, Richard Stanford, Gordon Starr, David Vangen, Richard Walter, Barbara Johnson, Dr. Gordon Kingsley, John Rachie.

Members Absent:

Dr. Theodore Fenske, Cynthia Hooper

Others Present:

Don Finlayson, Helen DeJonge, Jim Hancock, Sheila Sullivan, Hartley Koch, Paul Pederson, Louise Moberly, Jim Hagle, Vonny Hagen, Kay McCaffrey, Daily Rep. - Terry Olson

The meeting was called to order at 4:15 in Room 346.

Corrections in the minutes of July 28, 1958 were made as follows: The people named on the Homecoming Committee in the previous minutes were approved by the Board as chairmen.

Suzanne DeLong - Chairman, Charm
Henry Roberts - Chairman, Homecoming Dance
Carol Erickson - Creative Society, Chairman
Isabel Gunlogson - Chairman, Coffman Musicale

The minutes were approved as corrected.

President Erickson commented on the use of the new conference room (346) for the first time by the Board and cautioned them on careful use of the room.

Executive Committee

Priscilla Orme made the report that the Executive Committee had approved the following:

- 1) Hank Roberts as Dance Area Director
- 2) Humanities Forum name changed to Focus
- 3) Recommended the purchase of marquee, having 400 letters and 12x28 inches in size. It is to be located over the Main Ballroom entrance and the cost is \$250. Mr. Starr told the members that review of this purchase with the Physical Plant engineers would take place shortly but actual progress would take time.

Program Committee:

Don Finlayson, Program Director introduced the new members of the Program staff and explained their responsibilities. The new members are Sheila Sullivan, Vonny Hagen, Jim Hancock, Jim Hagle and Paul Pederson.

Summer Program:

Hartley Koch reported a 60% increase in attendance over last year and mentioned the new Rumpus Lounge, Artcraft Shop and exhibits. (The complete Program Report for summer 1958 is attached to the permanent files of the minutes.)

Homecoming Report:

Hank Roberts reported the plans for Homecoming were coming along quite nicely. The Committee has scheduled the Diamonds, Dan Belloc and local bands for the event. The Decoration Committee has ordered materials and is starting to put things together. The themes for Homecoming will be modern ones such as a Paris sidewalk scene.

Two-Day Orientation:

Dick Stanford reported that the presentation of orientation had been very successful this year and thanked the Board for its initiative and support. A complete report will be on file for future planning. Dick Stanford was given an ovation for the fine work he had done on orientation.

Square Dance:

Hank Roberts reported that for the present outsiders will be allowed to come to the square dances. The admission prices will be 50¢ for outsiders, 35¢ for faculty and staff and 10¢ for students. However, he stressed that square dances are student affairs.

House and Finance Committee Report:

Dick Walters reported on unfinished business of the House and Finance Committee as follows:

- 1) Installation of marquee
- 2) Survey for air conditioning
- 3) Renovation of main corridor and Fine Arts Lounge
- 4) Room allotment in TSM

Public Relations Committee Report:

Dick Mier asked the Board to note the new brochure and book covers. He then reported on Coffman Capers (A complete report on Coffman Capers is attached to the permanent files of the minutes). He stressed the importance of responsibility and talent in planning of the Capers and felt that the planning should start before school is out next year. Mr. Starr stated that the custodial staff appreciated the Board's clearing up and completion of the job. Dick announced that the Ad Agency is now open with Jim Hagle who will assist this committee and the ads should be in by 12:30 prior to the day of publication.

Personnel Committee:

Dick Stanford reported that 1,000 Union activities interest cards were signed during Welcome Week and Orientation and a letter is being sent out this week to these students. About 50 have already been approved by SAB and should be contacted by the committee chairmen. Many committees still need chairmen, among those are the Outings Area and the Program Area. A leadership seminar is to be held October 21 where steps will be made to improve the structure of the committees.

Don Finlayson reported on the VIP Conference, which is the annual fall retreat for UBOG. It is to be held Sunday, October 12 at the Southview Country Club in St. Paul. It is open to everyone associated with Union activities and the cost per person will be \$1.50. This retreat is essential in the preparation of people for committee work and new people should be encouraged to attend. (A complete report on the fall retreat is attached to the permanent files of the minutes.) Don Finlayson announced October 21 as the date of the Basic Leadership Seminar and October 28 as the date of the Advanced Leadership Seminar.

Director's Report:

Mr. Starr mentioned briefly his visits to the Unions at the University of Pennsylvania, Indiana University and Purdue University, and said he would submit a full report later.

He reported that WMMR has cleared through Physical Plant the expansion into Territorial Hall and Bailey Hall on the St. Paul Campus.

The policy on canoes has been cleared by Administration.

Old Business:

Don Finlayson recommended name changes for some of the committees.

- 1) Charm, Inc. to Charm
- 2) Humanities Forum to Focus
- 3) Gopher Starlighters to Talen Bureau

The motion to approve these changes was tabled until the next meeting.

New Business:

Jane Quale presented the brochure made by the Student Faculty Committee and moved that the Board approve the Student Faculty brochure for the coffee hours, which will cost \$12. Funds have been set aside for this purpose.

Motion R-1
K-1262

It was moved to accept this brochure.

Seconded and carried.

The meeting was adjourned at 5:45.

The next meeting will be Tuesday, October 7 at 7:00 p.m. in Room 346.

Respectfully submitted

Gordon L. Starr
Recording Secretary

GLS:KM

WELCOME WEEK REPORT - 1958
Coffman Capers

Noon Program: Monday, September 22, 1958

Who: Doc Evans Dixie Land Band
What: One hour of Dixie music
Where: Union Terrace
When: Monday, Sept. 22, 12:30 - 1:30 noon
Sponsored by Noon Program Committee of UBOG

Reaction good...full terrace...weather perfect...Recommendation: have another one

Chemise Shindig: Monday, September 22, 1958
COFFMAN CAPERS

Who: All Union chairmen, committee members, and UNOG presented their big open house for the year.
What: Consisted of a "Carney", Vaudville Show, and Dance.
Where: Basement, Ground floor, First floor, Terrace Reading Room, Game Room, Terrace.
When: 7 to 9 p.m. Vaudville Show and Carney (MBR and Basement & Ground floor, First floor & Terrace)
9 - 11 p.m. Dance (MBR)
Why: Introduce new students to the activities of Coffman Memorial Union and to give them a good time throughout the evening. Those who were interested in activities and committee work signed interest cards and turned into personnel for follow-up.

Complete recommendations are attached.

Chemise Shindig Dance was again packed. The band was peppy and added to the exciting atmosphere. Decorations at a minimum since there are so many people they wouldn't see them anyway.

The Vaudville Show added to the live effect and had a good crowd. See attached sheet for recommendations.

Tea and Style Show: Wednesday, September 24, 3 - 5 p.m.

Nearly 1200 girls came to this style show to find out some of the styles worn on campus. Good show with refreshments. Co-sponsored by Charn, YWCA, and Committee on Women's Affairs.

Personnel Coffee Hour: Thursday, September 25, 1958 9:30 - 10:30 a.m. WL

All new students interested in Union committees came to find out more about the Union and Union family. Met the board and drank coffee socially. Good idea.

Activities Day: Friday, September 26, 1958 2:30 - 4:30 p.m.

UBOG had a booth set up to give new students information about the activities and committees here in the Union. Sign-ups for committee members taken at that time. Sponsored by SAB.

EVALUATION REPORT FOR COFFMAN CAPERS

This year's Coffman Capers was in my opinion quite successful in that we had over 400 students sign up for union activities, more than ever before. However, there are many weak points that should be carefully considered before next year's presentation. Strong points that should be used in next year's presentation:

A. Carnival

1. More directional signs
2. Better ventilation
3. Larger personnel booth and centrally located
 - a. Selection of members for the personnel booth.
4. North Star room is an ideal place for the "Carney".
5. The HERO buttons given to those who signed at the personnel booth was a good gimmick. However, many may have signed for the buttons alone.

B. Show

1. Too much noise from the foyer
2. East door to ball room closed - (this is a problem that can be solved by next year's chairman. Quite a disturbance was caused by the people running in and out of the main ballroom during the show.)
3. Acts should be limited to 5 minutes or less. (One single act ran 10 minutes this year and the audience tended to become restless.)
4. Limit number of solo numbers to two or three.
5. Audience participation is a big thing.
6. Live music for the show - records cheapen the show and you want it to appear as professional as possible.

C. Overall

1. The time element and coordination of Coffman Capers should be carefully planned.
 - a. The big problem in this respect is getting all the students into the union on time. This may be resolved by a rally before Coffman Capers.
2. The basement hallway would be ideal for a display area.
3. Mr. Magee cartoons should be continued. This year saw a capacity crowd for every showing.
4. A band in the carnival room did much to keep the spirit high. However, there was a lull when the band took its break. A suggestion is the use of records during the breaks.
5. The west stairway was jammed at all times while the east stairway had very little traffic. By making better use of the foyer off the billiard and the east side of the basement, the traffic may be less of a problem.
6. Some system of communication should be set up in between the show and the carnival. Much time was lost by unnecessary running back and forth between the main ballroom and the North Star Room, the terrace and the first floor.

7. Many (if not all) the students were impressed with the band in the main lobby. I believe that this is a very effective gimmick in that things start from the minute you walk through the front door.
8. The use of airline hostesses is debateable. They knew nothing about the union but they were charming and helped to a large extent by handing out programs and stationing themselves at the door of the main ballroom, which resolved what could have been potential noise and interruption to the show.
9. An intermission show for the dance is also debateable. A small amount of the people at the dance took interest in this show.
10. Two of the biggest problems in Coffman Capers are talent and instilling a feeling of responsibility in the people associated with the planning of Capers.

It is my recommendation that the next year's chairman work very closely with the chairman of starliters and keep in mind that unless the acts are made to feel a big responsibility for the success of the show, he may have a flop on his hands.

It would also be good insurance to have one or two acts as a reserve.

Much of the planning of Coffman Capers was hurried and tough and go this year. This was due to late planning. Next year, chairmen should start work in the spring and have the whole show completely planned before the end of the school year.

Every person connected with Coffman Capers will then know exactly what his or her job is and what he or she is responsible for.

Next year Coffman Capers can be a tremendous success only if every one will realize how important each job is from chairman to the man that runs the spot light.

Remember - early planning and a feeling of responsibility will insure success in the next Coffman Capers.

Dick Mier

Total as of Sept 30, 1958

WELCOME WEEK BUDGET
1958

ACTIVITY	PROPOSED BUDGET	MONEY SPENT
"Carry"	\$225.00	\$305.93
Show	\$175.00	\$ 12.00
Dance	\$125.00	\$100.00
Noon Program	\$125.00	\$ 80.00
Activities Day	\$ 25.00	00
Publicity	\$100.00	00
Supplies	\$ 25.00	\$ 1.55
TOTAL	\$800.00	\$499.48

Budget \$800.00
Expenses 499.48

♦ 300.52

The Present Program

The program this summer retained the general Country Club theme and atmosphere from last summer. Once again it proved to be a successful theme. This atmosphere of informality and casualness that was established, appeared to be well appreciated by the summer school students. They seemed to want a place to lounge around and to relax in and this is what the Country Club provided for them.

The Country Club was open every evening Monday through Friday even though programs were not being held every evening. The Billiard Room was kept open from 7:00 p.m. to 10:00 p.m. every evening for billiards, table tennis, soccer, and for soft drink and candy sales. This was done primarily to be a service to those using the building.

The Bowling Lanes offered bowling instruction late in the afternoon and open bowling every evening. This year the lanes were able to be open for all except the last week of the summer when it finally closed for remodeling and repairs.

This summer something new has been added on the cross-lounge balcony on second floor. It was found that few students got to the Game Room on first floor but many spent long hours lounging and visiting on the second floor. So we brought the program to where the students were and set up what we called the Rumpus Lounge on second floor. Tables, chairs, and lamps were set in this area and provisions made to check out and in cards and games. This proved to be popular and well used by the students.

Every noon in the Terrace Reading Room there was a High Fidelity Music Listening Hour featuring a large variety of music on the union's high fidelity equipment. An agreement was made with WMMR, the Union's radio station, to borrow all of the new records just as they came in to use for these listening hours before they went up to the station. This provided the best in musical quality and proved to be very popular with the faculty and staff as well as students.

The Art-Craft Studio was open daily Monday through Friday from 12:00 noon until 8:00 p.m. During this time any students could use any of the facilities and equipment to work on projects and hobbies they wanted to. This is, of course, if they were qualified to use the equipment. Workshops were held daily except Fridays with the leathercraft and oil painting on Mondays, photography and jewelry on Tuesdays, woodworking on Wednesdays, and ceramics on Thursdays. A special demonstration in mosaic tile was presented one day in the studio, too.

The previous program events are the daily events. Along with these there were a series of weekly events that occurred on Monday, Wednesday, and Friday evenings. On Mondays there was the Swing Your Partner Folk and Square Dances on the Mall in front of the Union. On Wednesdays there was a series of Patio Parties which featured a variety of events. These will be described later. On Fridays were the weekly Country Club Dances on the Terrace featuring local bands. This year several different bands were used to lend variety to the dances. The Fountain Grille was open as were the various game facilities of the building.

Every Monday evening the Rovers had their meeting where they usually had some kind of a program along with the formulation of plans for their weekly week-end trips. These trips involved a large variety of things including biking, water skiing, canoeing, hiking, spelunking, boating, and many more. Every Tuesday afternoon from 2:00 to 4:00 p.m. in the Main Ballroom there was a Dance Instruction Party for all

students whether they were beginners or intermediates in dancing ability. The instructors were brought in from the Arthur Murray Dance Studio and proved to be very popular. At first fifty cents apiece was charged for everyone, but it was found that to maintain a better balance in the sexes we had to let the women in free and just charge the men. This seemed a satisfactory arrangement to everyone who participated.

During the first summer session an exhibit of the finalists from the photography contest held by the Ivory Tower was displayed in the Fine Arts Lounge. These were excellent pictures and drew large crowds of very interested people. They could only be displayed for three weeks and they had to be returned to the Ivory Tower office. Another exhibit was sought to replace it, but it appears that they are not available in the summer such as they are during the school year.

At the beginning of each session an Open House was held. The building and all of its facilities were open for inspection all day. Special displays were put up by the Art-Craft Studio. Free lemonade and coffee was served all day to thirsty registering students. At the end of each session on the last Thursday morning before finals from 7:00 to 8:00 a.m., free coffee and rolls were served to early-rising study-weary students going to finals. This was called the Final Funriser and seemed to help ease the anxiety in the students that finals usually bring.

This summer some new items were added to the Union Co-sponsorship roles which were added to the summer session's total program. Most important was the quarterly President's reception for graduating seniors and their families. The President of the University's office had found that the Union had done a good job on this throughout the regular school year and retained the arrangement for the two summer sessions. Another important addition is the orientation sessions for Residence Counselors being held cooperatively with us in Coffman Union. This aids us by enabling us to get the story of the Union quite easily to the people who should know and who can give us a lot of help in programming.

Two important parts of the total summer program deserve special mention. This because they have shown the greatest improvement in quality, reception, and attendance. One is evening bowling and the best reason for its improvement is the installation of new automatic pinspotters. This relieved the problem of pin-setters that existed in the past. Another reason is that the bowling lanes could be open most of the summer as compared to their being closed most of last summer.

The other bright light in this summer's program was the change and improvement in the Wednesday evening Patio Parties. Here the quality of programs were vastly improved as was attendance. This year's Patio Parties were as follows:

- June 18 - comedy movies, marshmallow roasting on the patio, and general get-acquainted lounging.
- June 25 - The Coffman-Comstock mixer with a local band and dancing in the Union Ballroom early in the evening and refreshments and entertainment at Comstock later in the evening.
- July 2 - A bridge party in the Game Room and on the patio, other table games were available and free lemonade was served.
- July 9 - Cartoon movies, the games were available, and a record mixer dance was held all in a house party atmosphere.
- July 16 - The same as July 9 with a special group of Mister Magoo Cartoons featured.
- July 23 - A special Centennial Showboat Spaghetti Feed on the patio featuring the cast of the show as guests and a roving accordion player to fill out the old-time Italian atmosphere;
- July 30 - A jazz and dance night - a local jazz combo played for listening and later for dancing - all on the patio.

August 6 - was a repeat of the bridge party night.

August 13- a one-act play was presented on the patio followed by the Centennial Hall-Coffman Union mixer dance with a local dance combo.

August 20- A final patio party with games set up, record mixer dance, marsh-mallow roasting, and general relaxing before finals.

Every Wednesday evening along with all of these special activities there was a folk-dancing group on the Mall in front of the Union. These programs were all very well received and proved to be the best series of programs for this summer.

A program of this magnitude didn't just all happen but involved a lot of serious thought, pre-preparation, and planning. This all began early in Spring Quarter with many conferences with last year's summer program coordinator. The plans for the program and the budget for it are prepared at this time. They are discussed at staff meetings and then brought to the Union Board of Governors for approval and appropriation of the budget. Then the various people or groups to be hired during the summer were all contacted at this time. This includes the square dance callers, bands for dances, and the dance instructors. All reservations for space were placed at this time, too. Then any revisions or changes in any of the administrative work as to duties when on night duty and reports to be made out were initiated and implemented just as the Summer Program commenced. All of this relieved a lot of trouble and anxiety after the summer starts and all efforts can be put into the programs themselves.

With this kind of planning, the cooperation and help of the staff and students received, and the encouragement and guidance obtained from the higher echelon of the Union the summer program for this year could do nothing but be very successful in its entirety. This is what it was and the credit goes to all of the above mentioned things plus the general philosophy of the meaning and purpose of a Student Union that remains ever present with our staff and programs. A successful summer program in quality and in attendance is all one can ask for and is what we had this year.

For the Future

No program is worth its salt unless it acknowledges that it has shortcomings. It must look forward to future seasons and programs or it is serving only half of its function. At the end of each summer session a staff meeting was held for just this purpose. Many very good criticisms and suggestions came out of them. All of them with an eye to the future. What are they? What should next years summer coordinator be aware of to build his program on? A composite of these suggestions are as follows:

- (1) Check the advisability of programs on Tuesday or Thursday evenings. Seems to be a lot of duplication of program efforts on the campus on Wednesday evenings.
- (2) Have some big special event different from the regular summer program featuring, for example, some name speaker, or jazz band.
- (3) Use radio and television, Calendar of Events, the Visitor, Library Calendars, and newspapers to tell the story of the programs available in Coffman Union for summer students.
- (4) See about setting up our own soft drink bar with pretzels, goodies, and food and ice cream, if possible, run by us every evening.
- (5) Try some late afternoon socials or mixers at about 4:00 p.m. before everyone leaves the campus for the day.
- (6) Look for and watch for special speakers and events and program on a more academic level for them. Example, when the Middle East crisis broke out this summer, getting a special panel of experts to discuss it, using outstanding guest professors who teach only in summer, etc.
- (7) Have an annual All-Star Baseball Game T.V. party.
- (8) Check and see if the dance instruction parties can't be worked out appealing more to the dormitory residents to participate. Even move them into one of the dormitories if need be.
- (9) Study the hourly attendance figures in the Art-Craft Studio and plan to open accordingly. Evening hours are low perhaps because of the short time open after supper. Be open less nights a week but until later in the evening to accommodate those who go home for supper and have to return.
- (10) Arrange early for good steady help to last all summer in the Art-Craft Studio. More time can then be put into displays, demonstrations and other special events.
- (11) Improve publicity and Daily ads. They can fall into a "rut" and get stale. A good poster painter is needed along with more lively ads to attract people.
- (12) Work on improving the evening program reports that are turned in. The cold facts and figures say little and give no indication as to the reception or to the success of an event. Comment on the crowd, kind of people, any peculiar problems and other more informative things about that evening.
- (13) Start early and watch closely vacation schedules and the termination

and employment of staff personnel. Don't get caught too short on personnel and too long on program because it works hardships on the staff.

Attendance Report

The attendance this year in total is 58.7 percent higher than last year's total summer program. This can be summed up in one statement: more events in the program and improvement in quality in certain aspects of the program where it was possible. More events refers to the addition of new things where no comparison to last year can be made. This includes the Rumpus Lounge, an oil painting workshop, a photography exhibit in the Fine Arts Lounge, a mosaic tile demonstration in the Art-Craft Studio, Wednesday evening folk-dancing on the mall, residence counselor orientation, and the President's reception for graduating seniors.

The places where there was the largest increases in attendance with reference to major programs are the Wednesday evening programs with a 70% increase and evening bowling with a 78% increase. Smaller, but notable increases are billiards with a 40% increase, music listening hours with a 16% increase, open house with a 21% increase, and final fun-risers with a 10% increase. Dance Instruction remained relatively the same on the average as last year.

There were slight decreases at the Square Dances, the Country Club Dances, and in the Art-Craft Studio. Participation in the Rovers was noticeably less. Attendance at the Country Club on Tuesday and Thursday evenings, when no actual program events were scheduled, was also down significantly. Reasons for a decrease such as is shown in these particular areas are hard to find and any analysis is practically impossible because the students are here only a short time and gone already.

The total increase of 58.7% far exceeds the increase in enrollment of 8--10 % this year in summer school, over last summer. As was stated before this is mostly due to an increased variety and kinds of things included in the summer program this year. A chart showing the actual attendance figures and the averages at each part of the program is attached.

ATTENDANCE CHART
SUMMER PROGRAM 1958

EVENT	ISS	AVERAGE	ISS	AVE.	TOTAL	AVE.	1957 TOTAL	1957 AVE.	%increase or decrease
Square Dance	1070	214	1285	257	2355	239	2233	248	-04
Wed. Evening Patio Party	523	105	399	80	922	92	538	54	70
Thurs. Evening Country Club Dance	1105	368	1049	262	2154	308	2527	316	-03
Dance Instruction	102	26	94	24	196	25	192	24	00
Fri. Evening Country Club	171	28	97	19	238	24	400	40	-67
Sat. Evening Country Club	129	26	69	14	198	20	223	25	-25
Sun. M-W-F Country Club	353	27	240	17	593	22			
Music Listening Hour	475*	22*	536*	22*	1011*	22*	863	19	16
Billiards	133*	6*	171*	7*	304	7*	224	5	40
Table Tennis	118*	5*	111	5*	229	5*	212	5	00
Amputee Lounge	254*	12*	229	10*	483	11*			
Swimming (evening only)	1947	85*	1097	55*	3044	71*	439	40	78
Art-Craft Studio Registered only	497	22*	454	19*	951	20*	969	21	-05
Photography Workshop	9	2	9	2	18	2	34	4	-100
Jewelry Workshop	23	6			23	6	34	6	00
Woodworking Workshop	9	2			9	2	27	3	-50
Crafts Workshop	30	8	26	7	56	7	55	9	-29
Leathercraft Workshop	21	5			21	5	60	8	-60
Oil Painting Workshop	25	6			25	6			
Speakers - Meetings	85	17	76	15	161	16	200	20	-25
Speakers - Trips	83	10	56	9	139	9	226	23	-155
Swimming Instruction	45	9			45	9	6	3	200
Men House	940	940	720	720	1660	830	1375	688	21
Meal Fundraisers	75	75	85	85	160	80	146	73	10
Arts Lounge - Photography Exhibit	620	207			620	207			
Art-Craft Studio Music Demonstration	32	32			32	32			
Block Dancing on Mall - Wed.	275	55	229	46	504	50			
Residence Counselor Presentation	65	65			65	65			
Residents Grad. Reception	600	600	650	650	1250	625			
Art-Craft Studio Traffic	1650*	72	1757*	73	3407*	72*			
Other Events							27	27	
TOTAL	9784		7682		17466		11010		58.7

not included in total figures
Daily average

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
1958 SUMMER PROGRAM*
Financial Report

Activity	Original Budget	Income	Expense	Balance	
Art-Craft	\$ 160.00	\$ 24.50	\$ 47.09	\$137.41	
Final Funriser	40.00	---	30.50	9.50	
Games	208.50	---	172.13	36.37	
Music Listening	100.00	---	127.57	-27.57	
New Programs	400.00	---	---	400.00	
Promotion	200.00	---	28.00	172.00	
Rovers	---	21.00	24.22	-3.22	
Wed. Parties	400.00	97.00	356.64	140.36	
Administration	---	---	161.10	-161.10	
**Contingency Fund	1660.00	---	---	1660.00	
TOTAL	\$3168.50	\$142.50	\$947.25	\$2363.75	\$2363.75
Activities co-sponsored with Summer Session					
Open House	200.00**	---	116.85	-116.85	
Dance Instruction	160.00**	58.50	163.28	-104.78	
Friday Dances	1050.00**	411.90	544.24	-132.34	
Square Dances	250.00**	---	248.79	-248.79	
TOTAL	\$1660.00**	\$470.40	\$1073.16	-602.76	\$1,760.99
Reimbursement from Summer Ses.					602.76
			TOTAL BALANCE		\$2,363.75

* Does not include Orientation or Welcome Week

**To be used for emergency program purposes.
To be transferred to 1958-59 program Contingency Fund

Info Files

Union Board of Governors
Meeting Agenda
October 7, 1958

- I. Executive Committee Report
- II. Program Committee Report
 - 1) Jazz for Moderns -- Barbara Johnson
 - 2) Band for Sno Ball
- III. Personnel Committee Report -- Dick Stanford
 - 1) Area Directors Responsibility to Personnel
 - 2) V.I.P.!!!!!!!!!!!!!!!!!!!!
- IV. Public Relations Committee Report -- Dick Mier
- V. House and Finance Committee Report -- Dick Walter
- VI. Director's Report -- Mr. Starr
- VII. Old Business
 - 1) Committee Name Changes
- VIII. New Business
- IX. Announcements
- X. Adjournment

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

Members Present:

Vernon Ausen, Mimi Baasen, Dick Erickson, Cynthia Hooper, Barbara Johnson, Dr. Kingsley, Dick Mier, Pris Orme, Jane Quale, Hank Roberts, Dick Stanford, Gordon Starr, Dave Vangen, Dick Walter.

Members Absent:

Dr. Fenske, Sharon Goldman, John Rachle, Dr. Snoko

Others Present:

Don Finlayson, Kay McCaffrey

The meeting was called to order at 7:10 in Room 346.

Corrections in the minutes of September 30, 1958 were made as follows: Carol Erickson who was named as chairman of Creative Society and Isabel Gunlogson who was named as chairman of Coffman Musicales have both resigned. The minutes were approved as corrected.

Executive Committee Report:

Pris Orme told the Board of the changes in the filing cabinets and desk arrangements in the UBOG office.

Program Committee Report:

Barbara Johnson commented on the fine program for "Jazz for Moderns". The date of this program and the artists participating will be withheld until a later date. She reported the agreement with the Department of Concerts and Lectures on the responsibility for this program.

Don Finlayson told the Board that plans for lining up a band for Sno Ball, which is to be held January 24, must begin now. A list of available bands was read and the Board decided on two of these for further consideration: Richard Maltby and Buddy Morrow. Reactions of other students and of other student groups will be watched in this regard.

Hank Roberts reported that the contract with the Diamonds for Homecoming has not worked out. He read the available listings remaining for that night and felt that the Board had two possibilities: Jill Corey with Dan Belloc's band or Harry Elons. Discussion followed.

Motion ^{R=2} K-1265

It was moved to leave the decision regarding the band for Homecoming up to Hank Roberts and his committee.

Seconded and carried.

Personnel Committee Report:

Dick Stanford reported that panel type information sessions have been held for those who signed applications and those not contacted will be interviewed personally. He stressed that the chairmen should definitely contact these people who signed up. These names and telephone numbers can be obtained from Miss Vomy Hagen in the Program Office. Committee chairmen are still needed for Noon Program, Games, Coffman Musicales, Graduate Students, Creative Society.

Dick Stanford reminded the Board of VIP, which will be held this Saturday, October 12 from 2 until 7. Board members are expected to attend the retrsat.

Dick Stanford submitted the following recommendations for Union Board Area Directors and Committee Chairmen:

Union Board Area Directors:

- Richard E. Johnson - Program Area
- Robert A. Erickson - Outings

Committee Chairmen:

- Linda H. Nebethau - Noon Program
- Larry Walters - Dance Instruction
- Norman Tersteeg - Variety Dance
- Gary Grimm - Saturday Night Dance
- Ellen Fitzgerald - Gopher Starliters
- Nancy Enquist - Christmas Sing

The above names were approved by the Board.

Public Relations Committee Report:

Dick Mier reported on the Union Board Open House Saturday night, October 11, from 7 until 12. He requested free billiards and a 15¢ charge per line in the bowling alley. The difference in prices in the bowling alley and the billiard room, however handled, will be made up from the Public Relations budget.

Motion ^{R-3} R-1264

It was moved to accept his request for free billiards and a 15¢ charge per line in the bowling alley for the Union Open House.

Seconded and carried.

House and Finance Committee Report:

Dick Walters reported that a survey on effective use of room space in the Union is being conducted. He also reported that the House and Finance Committee has approved the additional expense of \$1,500 needed to complete the heating and ventilating survey. Copies of the new price range schedule for room reservations in the Union were passed out. (Copies of this schedule will be attached to the permanent files of the minutes.) The new price structure is a reduction for student and University groups.

Director's Report:

Mr. Starr spoke briefly to the Board of the problems connected with the elevators in the Union and asked the cooperation of all in maintaining fast service and proper upkeep.

He then spoke of the Union Regional meeting to be held November 13 and 14 at the University of North Dakota and felt that the matter of delegation should be taken up within a short time.

Mr. Starr reported on his recent trip. He spoke of the new 2/3 addition to the Indiana Union and their air conditioned bowling lanes. He then spoke of the new Memorial Center built adjacent to the Purdue Union, which includes a library, a playhouse, and another ballroom. He felt the Board would be especially interested in these projects in view of the planned expansion at Coffman Memorial Union. Mr.

Starr reported on several of the sessions on public relations and communications, which he attended at the Institute of Recreation Administrators in New Jersey. He felt these principles should be kept in mind in Union Board operations.

Dick Stanford then commented on the "homey" atmosphere in other Unions, which he felt was lacking at Coffman, especially in the Main Lounge. Dick Walter mentioned that the House and Finance Committee was considering this in the renovation of the Main Corridor.

Old Business:

The recommendation for name changes for some of the committees which was tabled at the last meeting was brought up again. These changes are

- 1) Charm, Inc. to Charm
- 2) Humanities Forum to Focus
- 3) Gopher Starliters to Talent Bureau

R-4
Motion K-1265

It was moved to accept these name changes.

Seconded and carried.

Dick Stanford reviewed the evening orientation report. (This complete report will be attached to the permanent files of the minutes) Dick was thanked for the nice job he did on orientation.

R-5
Motion K-1266

It was moved that the Board approve this report so that it can be used as a guide in forthcoming years.

Seconded and carried.

New Business:

Cindy Hooper presented the request from the English Department to use the Main Ballroom for the showing of "Great Expectations" on October 29. The film will be available to the Program Committee for use the remainder of the day.

R-6
Motion K-1267

It was moved to accept the request of the English Department.

Seconded and carried.

Announcements:

President Erickson made several announcements:

- 1) He announced that we will try to hold the Board meetings on Tuesdays at 4:30 and next week the meeting will be in Room 346 at 4:30 with dinner following.
- 2) He suggested that the Board members make better use of their mailboxes and not use them for storage boxes. The filing space has been revised and the the files should be kept up to date. He urged the members to use the Board office.
- 3) He feels that the standing committees should meet every week and that the Board members on these committees should not have the major responsibility but should be aware of decisions and help to make them.

- 4) He asked that the Board members and committee chairmen schedule a half hour appointment with him this coming week. He will post his free hours in the UBOG office and all those involved may sign up for an appointment there.
- 5) He reminded the members to think of the matters that should be brought up before the meeting. He suggested that reports be submitted to the members if possible before the Board meetings.
- 6) He suggested that each Board member contact his staff consultant each day either in person or by phone. Many matters come up each day requiring the attention of the Board members. This is a necessity as decisions on program and other matters need to be made every day. The staff serves as consultants and responsibility for decisions falls on the president if area directors are not available.
- 7) He announced that the All University Congress has asked the Union Board to send two people to the National Student Association Convention, November 14-16 at Carleton College. This convention is the same weekend as the Union Regional Convention. He urged those interested in attending either of these conventions to see him.
- 8) He announced that Vice President Willey has invited the Union Board to have a meeting at his home on November 25 and that he has accepted the invitation for the Board.

Hank Roberts announced that male models from the Board will be needed for the Homecoming Style Show, which is to be held Wednesday, October 15 at 12:30 for the noon program. Members may sign up with Cindy Hooper.

The meeting was adjourned at 9:30.

Respectfully submitted

Gordon L. Starr
Recording Secretary

GLS:km

NEXT MEETING - 4:30 - ROOM 346

DINNER BY STANDING COMMITTEES AT 6:00

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Evening Orientation 1958

The two day orientation is an evening program held from 5:30 to 8:00 p.m. four days (Mon. - Thurs.) of each of six weeks. The purpose of this program is to explain generally the purpose, place, and need of activities at the University. It is also specifically designed to aid in general recruitment of interest in the four sponsoring groups; Panhellenic Council, Intra-Fraternity Council, Student Council of Religion, and Union Board of Governors. A successful presentation of these activities I'm confident would assure successful fall recruitment. This fact should be a concern of all those interested in any or all of the sponsoring groups.

Evening Orientation does have several problems. While this year's program has been accorded the distinction of being the finest in many years, the program still suffers from a number of chronic ailments. The problems of establishing this type of program are many. The general format of the program, first of all, is to serve a dinner and then an activities program to all freshmen who sign up for the event. The program is held the evening of the first day of orientation. In this report I shall discuss past programs with this year's, the running of the program, and the unresolved problems that must be solved for future years.

First of all, there are countless problems to hurdle before the four paid evening coordinators can begin. There is the problem of the freshman being literally run through the mill before they attend the program. The first day of orientation is a hectic and confusing experience. Another factor is that the frosh are poor mixers and have trouble relaxing during the evening. There are also many pre-conceived opinions about activities before the freshmen enter the room. Many feel that they are at the University for work, and this to them means no activities. Many from the Metropolitan area have friends in college who have already told them what's the "smart" thing to join or not to join. Because of this and other obvious factors, we have found a minute representation of "city" freshmen attending the program.

It should also be pointed out that the freshmen have class schedules to fill out the same night. This being their prime concern and because past programs have gone late into the night, many able and mature students avoid the program completely. These facts in mind, the program has difficulty being successful before it's even planned.

The Evening Commission on Orientation was organized last Spring. It included Sandra Myers, Panhel, Rich Gardner, IFC, and Velma Math and Mike Tapper, SCR, as well as myself. Before I was appointed to the Commission, the overall Orientation Commission had ruled to change the previous program's location. The dinner and program in 1957 and previous years had been held in the Union; but, the Commission argued because of the cold impersonal atmosphere of the Union, and because new students are more likely to see Union facilities more readily than a Greek house or Religious foundation, it was decided to change the location of the program. The Commission awarded the dinner to Chi Psi fraternity house, and it decided to give the program to Student Council of Religion. SCR in turn made plans to give the program to a different foundation for each of the six weeks of the program. The Commission worked with Don Zander on general plans in late May. The results of these meetings were as follows. All dinner arrangements would be made by Don Zander with the Chi Psi food staff. Secondly, the dinner would be followed by taking the freshmen to a foundation for a program which would introduce activities to them.

The four coordinator's responsibility now was to prepare an effective program for the freshmen. A number of early summer meetings produced the following general decisions by the commission.

1. The program should be short, ending before 7:30 p.m.
2. The training and use of hosts and hostesses from the sponsoring groups should be again used as a means of reaching the freshmen personally.
3. The program should be light and entertaining.

The problems of hosts, hostesses, and entertainers are problems the Commission never quite solved. It is very difficult to obtain the unpaid services of additional upper classmen over the summer. This is especially true when the program covers so many evenings. Hosts and hostesses were for the most part from either sororities and fraternities or from the foundation where that particular night's program was scheduled.

The entertainment idea was finally dropped. In its place, the four coordinators prepared a general skit format with light skits as well as casual information talks about the groups included in the overall skit. The four coordinators were the only participants in the program. The IFC representative and myself were co-moderators in a "monitor on campus theme." Besides the four talks on activities we had a humorous introduction, Miss Monitor takeoff, Bob and Ray type interview, and a tape with Monitor tones and popular record excerpts played when the audience least expected it. I feel after a few rough performances early in August that the freshmen enjoyed themselves at the program. The program's length the last four weeks was only about 45 minutes. I might add that the religious foundations sponsored tours of their buildings preceding the program which was held in the foundation auditorium. Following the program the co-ordinators, hosts and hostesses counseled the frosh on activities, and had them sign interest cards of some type. I personally collected over 500 such cards from the program. These cards along with Coffman Capers Night cards are on file for use of Area Directors and committee chairmen. The sponsoring groups all had displays and brochures available in the auditorium and free coca-cola was also given out. This social hour proved the most effective of the new innovations. Attendance was near 200 the first week of the program, but it fell off steadily the next four weeks with crowds as low as 22 and 14 the fifth week. The sixth week saw attendance near 50-60 all four evenings. The cause of the sharp decline the commission found was due to:

1. More city freshmen going through Orientation the latter weeks.
2. The post-labor day, day orientation is less than half the size of the pre-labor day program.

The dropping attendance despite its causes is a discouraging factor to the people who gave the same skits and talks for 23 programs.

The evening program as I earlier pointed out has many problems to begin with and because of the new system this year, there were even more. First of all the Commission's organization was weak and faltering because it lacked a chairman. We continually had the problem of "who's responsibility is it?" An appointed chairman of an interwoven program of this type could more freely assign duties to people even though the duties didn't directly help recruitment for the organization that person represented.

Another personnel problem arose out of the fact that I was the only co-ordinator who attended all 23 programs. Continual changes in personnel at the co-ordinator level meant a number of weak programs. I think that each co-ordinator should have a qualified and commission accepted alternate in case of emergency and emergency only.

Another factor which would have strengthened the program would have been earlier planning. Much of the program was indefinite the day before the first orientation groups went through. Still another crux was the unbelievable lack of cooperation, preparedness, and assistance received from the student council of religions and the foundations individually. There were continual errors in their planning which hurt the program's overall presentation and made everyone's job nearly impossible. Specific instances are unnecessary in this report, only to say that the foundations do not seem to be adequately interested for this type of program at that time of year. Chi Psi Lodge, I feel, did an adequate job in handling the dinner for a first attempt at such an extensive project, yet facilities were too limited on some of the first weak evenings. It was feared, and rightly so, that the moving in groups from the fraternity house to the foundations would weaken the overall program. This was found to be true, time and time again over the 6 week period. We lost many people everytime we moved. If this program format is to be tried again next year, I would suggest that only Hillel Foundation be used for the latter part of the program because of its proximity to the Chi Psi Lodge. Because the freshmen only see one foundation on their night, it

seems ridiculous to have to continually move. The moving of displays and equipment as well as adjustment to new facilities or lack of facilities proved a headache to the co-ordinators also.

A number of program failures I'd also like to mention to future planners of such a project. First of all, our attempts to relax the freshmen with a songfest after dinner and a cheering session during the program didn't take the desired effect. We found the freshmen far too shy and self-conscious in general to relax and enjoy themselves during these events. Secondly, the program should be kept as light and talks as brief as possible. My own talk was basically dry in content, yet the use of drawings aided the lightness of and interest in the talk. All of us, though, had to cut our talks drastically after the first few programs. Another problem is that the freshmen come in groups that come so staggered that the evening is hard to plan. The first group is done eating while another group is just starting. The first group would have nothing to do, so they often got up and went home. Here the solution seems to be to hold serving of the first group as long as possible so that the great share of people eat together. Another word to the wise is to make sure your hosts and hostesses are mixing with the freshmen and not with each other. They're inter-mixing not only makes their purpose in being there unnecessary, but even worse, they often made the freshmen feel even less social as a response to their cliques. It must be stressed that a fraternity man is not there to rush good prospects for his house but instead he's an integral part of the overall program. His lack of cooperation hurts the foundations, Union, and other fraternities. I would also suggest that each sponsoring group make sure that the other group's student representative is fulfilling his or her part of the overall program and that the sponsoring group has an adult consultant or advisor working with the student representative. I'm sure several sponsoring groups would have been disturbed at the quality of presentation for that group by the student representative on certain nights. Again the sponsoring group and advisor must be interested in the overall program and not just their own interests. The Union was just as guilty at the staff level as anyone in lacking interest in

anything but their own recruitment. If this lack of working together continues, the overall program will become so weak that no organization will benefit from the evening. There are additional problems I'll be glad to discuss with future representatives from the Union, yet I feel they lack necessity in this report.

In summary I feel the evening program is at the crossroads. It definitely needs more support from the University and the General Orientation Commission which I will work on this year. The program could be far more successful than it has been, and this success should be of interest to thinking advocates of the purposes and ideals of all the sponsoring groups. I would like to add quite personally that I enjoyed the experience that the Union Board offered me to work on this program. I hope that our modest recruitment success this year is some incentive to help me to strengthen this program in the future. My final general recommendation for next year is that the location and general format of the program remain the same, and that the Congress Orientation Commission, colleges, and sponsoring organizations take on the responsibility of strengthening the program.

October 7, 1958

Proposed budget and money spent for orientation, 1958

<u>BUDGET</u>		<u>ACTUALLY SPENT</u>
Food	\$ 96.00	\$ 14.00
Entertainment	240.00	109.89
Salary for co-ordinator	100.00	100.00
Miscellaneous	<u>14.00</u>	<u>13.25</u>
TOTAL	\$450.00	\$237.14

BUDGET	\$450.00
ACTUALLY SPENT	<u>237.14</u>
Total	\$212.86 (Net gain)

STUDENT ORGANIZATIONS

UNIVERSITY
 ADMINISTRATIVE, FACULTY
 AND EMPLOYEE GROUPS

NON-UNIVERSITY
 ORGANIZATIONS

	RENTAL	SERVICE CHARGE	RENTAL	SERVICE CHARGE	RENTAL	SERVICE CHARGE
<u>BANQUETS & LUNCHEONS*</u>						
0-200	NO CHARGE	20¢ PER PERSON	\$15.00	20¢ PER PERSON	\$25.00	25¢ PER PERSON
200-300	NO CHARGE	20¢ PER PERSON	\$25.00	20¢ PER PERSON	\$40.00	25¢ PER PERSON
300-400	NO CHARGE	20¢ PER PERSON	\$35.00	20¢ PER PERSON	\$55.00	25¢ PER PERSON
400-500 ETC.	NO CHARGE	20¢ PER PERSON	\$45.00	20¢ PER PERSON	\$65.00	25¢ PER PERSON
	STUDENT ORGANIZATIONS		UNIVERSITY ADMINISTRATIVE, FACULTY AND EMPLOYEE GROUPS		NON-UNIVERSITY ORGANIZATIONS	
	RENTAL		RENTAL		RENTAL	
<u>DANCE AND PARTY USE*</u> MORNING AND AFTERNOON (6:00 P. M.)	\$5.00 FIRST HOUR \$2.50 EACH ADDITIONAL HOUR (P.A. EXTRA CHARGE)		\$5.00 FIRST HOUR \$2.50 EACH ADDITIONAL HOUR (P.A. EXTRA CHARGE)		\$10.00 PER HOUR (P.A. EXTRA CHARGE)	
<u>EVENINGS</u> FROM 9:00 P.M. TO (12:00 P.M.)	RENTAL	SERVICE CHARGE	RENTAL	SERVICE CHARGE	RENTAL	SERVICE CHARGE
0-400	\$40.00	20¢ PER PERSON	\$40.00	20¢ PER PERSON	\$75.00	25¢ PER PERSON
400-700	\$50.00	20¢ PER PERSON	\$50.00	20¢ PER PERSON	\$100.00	25¢ PER PERSON
700 & OVER	\$65.00	20¢ PER PERSON	\$65.00	20¢ PER PERSON	\$125.00	25¢ PER PERSON
BEFORE 9:00	\$10.00 PER HOUR		\$10.00 PER HOUR		\$20.00 PER HOUR	
AFTER 12:00	\$20.00 PER HOUR		\$20.00 PER HOUR		\$40.00 PER HOUR	

THE BALLROOM IS RESERVED FOR DANCES ON FRIDAY AND SATURDAY EVENINGS DURING THE ACADEMIC YEAR.

FOOD SERVICE CHARGES ARE ADDITIONAL
 INCLUDES CHECK ROOM SERVICE, PUBLIC ADDRESS OPERATOR, PHYSICAL ARRANGING, CUSTODIAL CLEAN-UP AND
 OTHER SERVICES.

	STUDENT ORGANIZATIONS	UNIVERSITY ADMINISTRATIVE, FACULTY AND EMPLOYEE GROUPS	NON-UNIVERSITY ORGANIZATIONS
	RENTAL	RENTAL	RENTAL
<u>CONFERENCE AND LECTURE USE</u> *	2¢ PER CHAIR	2¢ PER CHAIR	3¢ PER CHAIR
NO ADMISSION OR CONTRIBUTION CHARGE	\$5.00 MINIMUM	\$5.00 MINIMUM	\$10.00 MINIMUM
WITH ADMISSION OR CONTRIBUTION	\$20.00 MINIMUM	\$20.00 MINIMUM	\$10.00 MINIMUM
<u>MEN'S AND WOMEN'S LOUNGES</u>			
	STUDENT ORGANIZATIONS	UNIVERSITY ADMINISTRATIVE, FACULTY AND EMPLOYEE GROUPS	NON-UNIVERSITY ORGANIZATIONS
<u>AFTERNOONS:</u> (AVAILABLE AFTER 3:00 P.M. OR ALL DAY SATURDAYS)	NO CHARGE	NO CHARGE	\$10.00
<u>EVENINGS:</u> (DANCES FRIDAY AND SATURDAY)	\$10.00	\$10.00	\$20.00
<u>GAME ROOM</u>			
	STUDENT ORGANIZATIONS	UNIVERSITY ADMINISTRATIVE, FACULTY AND EMPLOYEE GROUPS	NON-UNIVERSITY ORGANIZATIONS
<u>CONFERENCE & LECTURE USE</u> (SATURDAYS AND WEEK- DAY EVENINGS)	NO CHARGE	NO CHARGE	\$10.00
<u>DANCE AND PARTY USE</u> (SATURDAYS AND WEEKDAY EVENINGS)	\$10.00 IF AD- MISSION IS CHARGED. No CHARGE IF NO ADMISSION	\$10.00	\$20.00

FOOD SERVICE CHARGES ARE ADDITIONAL

CONFERENCE ROOMS

	STUDENT ORGANIZATIONS	UNIVERSITY ADMINISTRATIVE, FACULTY AND EMPLOYEE GROUPS	NON-UNIVERSITY ORGANIZATIONS
325, 326, 327, 343, 344, 345, 346, 320, 315, (322 & 347 on <u>24 HOUR NOTICE ONLY</u>)	NO CHARGE	NO CHARGE	\$3.00 PER 4 HOUR SESSION \$5.00 PER SESSION FROM 5-8 HOURS

FOOD SERVICE ROOMS

	STUDENT ORGANIZATIONS**	UNIVERSITY ADMINISTRATIVE, FACULTY AND EMPLOYEE GROUPS**
<u>JUNIOR BALLROOM</u> DANCE USE (8:30 P.M. TO 11:00 OR 12:00 P.M.)	\$25.00	\$25.00
MEETINGS - during meals HOURS 10:00 A.M. TO 2:00 P.M. AND 4:00 TO 8:30 P.M.	\$20.00	\$20.00
<u>OFF HOURS</u>	\$10.00	\$10.00

****PUBLIC ADDRESS AND CHECK ROOM CHARGES ARE EXTRA AND FOOD SERVICE CHARGES ARE ADDITIONAL**
STUDENT ORGANIZATIONS UNIVERSITY ADMINISTRATIVE, FACULTY & EMPLOYEE GROUPS

<u>SMALL DINING ROOMS</u>		
MEETINGS DURING MEAL HOURS	\$3.00 PER ROOM	\$3.00 PER ROOM
MEETINGS AT OFF HOURS	\$1.00 PER ROOM	\$1.00 PER ROOM

CAFETERIA
DANCE - UNION SPONSORED - 8:30 P.M. TO 11:00 or 12:00 P.M.
\$15.00 CHARGE TO COVER COST OF REMOVING SET-UPS AND SUPPLIES AND ABNORMAL WEAR AND
TEAR ON TABLES AND CHAIRS - PLUS COST OF CLEANING AND RE-SETTING CAFETERIA. (Approximate
\$15.00)

ELEVATED RUNWAY FOR STYLE SHOWS: 16', \$7; 40', \$15 (LATTER INCLUDES DRESSING ROOM)

CHECKING:
\$1.30 PER HOUR
\$2.25 PER HOUR
PA: OPERATOR - \$1.65
RENTAL - .60

MISCELLANEOUS ITEMS

EMBOSOGRAPH WORK \$1.50 PER HOUR
HAND PAINTED POSTERS \$2.00 PER HOUR

ORDERING OF COFFEE, TEA AND FOOD FOR BANQUETS IS DONE THROUGH UNIVERSITY FOOD SERVICE
ROOM 61B, EXTENSION 6236.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Minnesota 14, Minnesot

UNION BOARD OF GOVERNORS

AGENDA October 14, 1958

- I. Executive Committee Report - Pris Orne
 - 1) Student Faculty Committee Brochure
- II. Program Committee Report - Dick Johnson
 - 1) Homecoming Dance
 - 2) Dance Area
 - 3) Christmas Semi-Formal - Dick Erickson
- III. House & Finance - Dick Walter
- IV. Personnel Committee Report - Dick Stanford
 - 1) Personnel Approvals
 - 2) Personnel Openings
- V. Public Relations - Dick Mier
- VI. Old Business
- VII. New Business
- VIII. Movie 5:15
- IX. Dinner 6:00
- X. Announcements
- XI. Adjournment

10/14/58

bc

COFFMAN MEMORIAL UNION
UNIVERSITY OF MINNESOTA

HOUSE AND FINANCE REPORT
Tuesday, October 14, 1958

I. Requests:

- A. Use of Union Main Ballroom on May 7, 1959, by University of Minnesota Medical School.
- B. Use of Men's lounge on November 19 and 20 by Focus, from 1:30 to 5:30. Approved.

II. Other Actions Taken:

- A. Marquee Permanent Marquee will be installed above entrance to Ballroom. Once it is installed it will be under the Public Relations Committee. Another sign, "Coffman Memorial Main Ballroom" will be placed above the ballroom entrance. Also, a sign indicating the entrance of Ballroom will be put up over entrance way between lobby and corridor on the east side.
- B. Reviewed policy on cashing checks. It was recommended that the Union Keep same policy, that is of cashing check for less than \$5.00, with proper identification.
- C. Daily article concerning room rental charges. Recommended that Dick Erickson write a letter to the Daily editor classifying the Union's position in this matter.

III. Projects Under Considerations:

- A. Room 346 . Having felt put under all ash trays, to keep from scratching the tables.
- B. Glass paneling installed in all meeting room doors that are now solid paneling.

Respectfully submitted,
Dick Walter, Chairman
House and Finance Committee

Other members: Pris Orme, Mr Gordon L. Starr

MO/ October 13, 1958

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

Members Present:

Vernon Ausen, Mimi Baasen, Dick Erickson, Cynthia Hooper, Barbara Johnson, Dick Mier, Dr. Kingsley, Pris Orms, Jane Quale, Hank Roberts, Dick Stanford, Gordon Starr, Dave Vangen, Dick Walter, Sharon Goldman, John Rachie, Dick Johnson, Bob Erickson.

Members Absent:

Dr. Fenske, Dr. Snoke

Others Present:

Don Finlayson, Kay McCaffrey

The meeting was called to order at 4:30 in Room 346.

The minutes from the last meeting were approved.

Executive Committee Report:

President Erickson reported that there was a misunderstanding concerning the cost of the Student Faculty Committee brochure, which was approved at the last meeting. This brochure will cost \$35 instead of the originally approved \$12 and the Executive Committee approved this expense.

Jane Quale was congratulated as the new 1958 Homecoming Queen and Dick Johnson and Bob Erickson were welcomed as new Board members.

Personnel Committee Report:

Dick Stanford presented the following recommendations for committee chairmen:

Bob Kaufman - Toastmasters
Dick Jacobsen - Games Area
Edward Smith - HiFi Listening Rooms
Paul Taylor - Games Festival

The above names were approved by the Board.

Committee chairmen are still needed for Charm and Sno Ball.

Dick Stanford again urged Board members to contact their committee chairmen who in turn should contact the applicants for committee work.

Program Committee Report:

Hank Roberts announced that Betty Johnson has been signed for Homecoming and now the stress this week is on publicity. To date 1,270 tickets have been sold.

President Erickson spoke briefly of the annual Christmas Semi-Formal which the Union Board and staff sponsor. Dave Vangen has been appointed general chairman and he will appoint chairmen and committee members.

House and Finance Committee Report:

Dick Walter reviewed the House and Finance report. (Copies of this report will be attached to the permanent files of the minutes.) He moved that the Board accept the request for use of the Men's Lounge by Focus from 1:30 to 5:30 on November 19 and 20.

R-7
Motion X-1267

It was moved to accept this request.

Seconded and carried.

Dick Walter reported that Public Relations will be in charge of changing the marquee. Mr. Starr reported that installation of the marquee is being handled through Physical Plant and the Board will be kept informed on progress.

Dick Stanford suggested that the Board discuss with Food Service the possibility of creating more of a campus atmosphere in the cafeteria.

Public Relations Committee Report:

Dick Mier reminded the Board members to carefully note the memo from Jerry Hursh concerning ads placed in the Daily. (Copies of this memo will be attached to the permanent files of the minutes.)

Old Business:

Hank Roberts suggested that Room 320 be open during the Homecoming Dance for refreshments for Board members from all three Unions. This matter was referred to Hank Roberts for consideration. Don Finlayson reminded those members coming to the dance to come in the pass door.

President Erickson again urged the members to follow through on the applicants for Union committees. He reported briefly on the progress in the various committees. The Games area is in need of people. The Dance and Fine Arts areas are coming along fine and Hank Roberts was complimented on his work on Homecoming. The Open House last Saturday was poorly operated with no Board members present until late in the evening. He then reminded the Board that they are running a business and every effort should be made to do this in the best way possible.

Sharon Goldman announced a session on how to make posters to be held October 23 from 3:30 to 9:30. The charge for this session is handled through the committees and individuals should sign up in the Personnel Office.

The meeting was adjourned at 5:15 and then a movie on the Wisconsin Union was shown to the Board members.

Following the movie a dinner was held and the members were seated according to standing committees.

The next meeting of UBOG will be held Tuesday, October 21 at 4:30 sharp in Conference Room 346.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

October 13, 1958

To: All UBOG committee chairmen
Subject: 1958 Homecoming Dance
From: Jim Ekstrom, Dance Publicity Chairman

Any publicity you might give the dance (such as the following) at any of your events this week would be greatly appreciated by the dance committee.

"Remember the 1958 Homecoming Dance this coming Saturday, October 18 in Coffman Union. This is one of UBOG's big events which each year climaxes the homecoming festivities. The dance this year features Betty Johnson, singing star of the Jack Parr TV show. Providing dance music will be the bands of Dan Belloc, Jim Sutherland, Dick Marrone, Harry Blons, and Bob Leighton. Tickets for the dance are on sale this week in the union ticket office at a cost of \$1.50 per person."

UBOGadow Sentinel

Wednesday, October 15, 1958

Number 1

HOUSE COUNSELLORS TO BE POSTED ON COFFMAN UNION EVENTS

Special efforts are being made to provide all Campus house counsellors with announcements highlighting the Coffman Union weekly program, starting with this issue of the UBOGadow Sentinel.

UBOGadow is Union-land, and the newspaper about what's going on in Union-land will be published weekly and circulated to all residence counsellors.

Attached to each paper will be a weekly events schedule, which counsellors may post on residence bulletin boards. The schedules circulated will run from Wednesday to Wednesday and will feature the big Union programs being presented.

HOMECOMING DANCE WILL FEATURE FIVE BANDS; FAMOUS GUEST STAR; MUCH FUN

Minnesota's largest-in-the-nation Homecoming Dance, sponsored by the Union Board of Governors, is on schedule for Saturday, October 18, from 9 p. m. to 1 a. m.

Bands will be playing in the Main Ballroom, Junior Ballroom, Cafeteria, Men's Lounge and Women's Lounge of the Union.

Special themes for the big event include a modernistic theme for the Main Ballroom, a Paris Sidewalk, Mardi Gras, College Life, and Harvest Moon. Tickets will be on sale from 8 to 9:30 a. m and 11 a. m. to 2 p. m. through Friday, Oct. 17, at the Union Ticket Office.

The Bands of Bob Leighton, Dick Maronne, Dan Belloc, Harry Blons and Jim Sutherland will be featured, plus a Guest Star, Betty Johnson, from the Jack Parr Show.

HOMECOMING STYLE SHOW FEATURES QUEEN SEMI-FINALISTS

Charm is presenting the Annual Homecoming Style Show, sponsored by UBOG, on Wednesday, Oct. 15, at 12:30 to 1:30 p. m. in the Main Ballroom of Coffman Union.

Models for the gala show will be the 15 semi-finalists for Homecoming Queen and fellows from several residences.

Charm's modeling classes get under way on the following day, Thursday, Oct. 16, from 3:30 to 5:30 p. m. Cost of the classes is \$6 for 6 lessons.

COFFMAN BOWLING LANES SCHEDULE HOMECOMING TOURNAMENT

Engraved trophies, bowling balls, ball bags, and shoes are being given away during the Coffman Union Bowling Lanes open Homecoming tournament. The tournament will run through Saturday, Oct. 18. To enter, you need only sign up at the Bowling Lanes service counter.

DANCING INSTRUCTIONS SET TO BEGIN AT COFFMAN UNION

Beginning instructions in dancing will start Wednesday, Oct. 15, from 6:30 to 7:45 p. m. in the Union Main Ballroom.

Intermediate lessons are slated for the same evening in rooms 325, 326 and 327, from 7:45 to 9 p. m.

VARIETY DANCE FEATURES "MR. TOUCHDOWN" THEME

Regular Wednesday Night Variety Dances start on Oct. 15 from 8 to 11 p. m. in the Union Main Ballroom.

The dances each Wednesday night will follow dancing instructions for those enrolled in the classes.

The first Wednesday Night Dance this season will feature a football "Mr. Touchdown" theme, in keeping with Homecoming.

UBOG presents at YOUR UNION

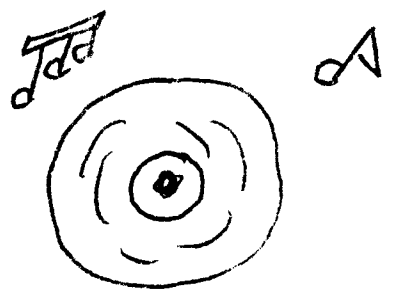


Homecoming Style Show

Wed., Oct. 15 - 12:30 to 1:30. Union Main Ballroom.
15 Homecoming Queen semi-finalists
for models, plus residence men.
Presented by Charm, UBOG

Charm Coffee Hour 3:30 to 5:30

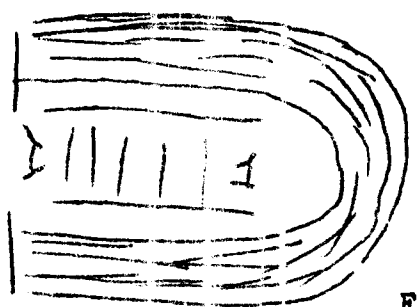
Variety Dances Legit.



Wed., Oct. 15 ***** 9 to 11 p. m., Union Main Ballroom.
Wed., Oct. 22

DANCE INSTRUCTIONS

Wed., Oct. 15 6:30 to 7:45 - Beginning, Main Ballroom.
7:45 to 9 - Intermediate, Rooms 325, 326, 327.



Homecoming DANCE Sat., Oct. 18

Five big bands, plus Betty Johnson from Jack Parr's Show.
9 to 1 a. m. - Main Ballroom, Cafeteria, Junior Ballroom,
Men's and Women's Lounges. The nation's biggest homecoming
dance.

SOME MORE GREAT TIMES:

- Homecoming Bowling Tournament (men's) thru the 18th.
- Charm Modeling Classes begin Thurs., Oct. 17. \$6 for 6 lessons.
- Noon Programs - Every day in the Union.
- Minnesota Rover Outings - Every week - call ext. 6280
- Fine Arts Lounge - This week - College Unions Photo display.
- Bowling - Open every day - regular low student rates. - also Billiards, T-Tennis.
- Toastmasters - Meet Thurs, Oct. 16 6:30 - 9:30 - after-supper goodies, coffee.

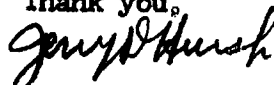
October 1, 1958

To: All Union Board Committees
From: Campus Advertising Agency
Subject: Advertising Deadlines

Because our job is to serve you as efficiently as possible, we find that it is necessary to request placement of all advertising and public relations material with us at least two (2) days prior to the day of publication.

This means that an ad to be run in Wednesday's DAILY should be placed with us no later than noon Monday. For an IVORY TOWER edition all ads must come into this office no later than noon Wednesday as these ads are picked up Thursday noon.

An earlier deadline will, we feel, give us a better opportunity to give each of our accounts more personalized service.

Thank you,

Jerry D. Hursh
Director C.A.A.

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

Members Present:

Mimi Baasen, Dick Erickson, Cynthia Hooper, Barbara Johnson, Pris Orme, Jane Quale, Hank Roberts, Dick Stanford, Gordon Starr, Dave Vangen, Sharon Goldman, John Rachie, Dick Johnson, Bob Erickson, Marie Wensel, Dr. Fenske, Dr. Snoke.

Members Absent:

Dick Mier, Dick Walter, Dr. Kingsley, Vernon Ausen.

Others Present:

Don Finlayson, Kay McGaffrey, Jerry Osier (Daily representative)

The meeting was called to order at 4:35 in Room 346.

Corrections to the minutes of October 14, 1958 were made as follows:

- 1) Listening Rooms changed to read Listening Hours.
- 2) Marie Wensel added to the list of members present.

The minutes were approved as corrected.

President Erickson introduced the new Daily representative, Jerry Osier, to the members of the Board. Mr. Osier plans to cover the Board meetings throughout the year.

Executive Committee Report:

Pris Orme reminded the new Board members - Hank Roberts, Dick Johnson and Bob Erickson - to have their pictures taken. The can talk to Dick Erickson concerning the details.

Pris reported on the Ad Agency coffee hour held in the Terrace Reading Room on October 20 from 3:30 to 5:00 which was approved by the Executive Committee.

Program Committee Report:

Dick Johnson reported that a complete report will be given on Homecoming by Hank Roberts at the next meeting.

Dave Vangen announced the committee structure for the Christmas Semi-Formal Dance.

Decorations

Jane Quale, Chairman
Mimi Baasen
Hank Roberts
Paul Pederson

Publicity

Barb Johnson, Chairman
Dick Stanford
Martin Snoke
Jim Hancock
Jim Hagle

Cleanup

Don Finlayson, Chairman
Helen DeJonge
Dick Erickson

Refreshments

Hartley Koch, Chairman
Dick Mier
Sharon Goldman
Gordon Starr
Venny Hagen

Tickets

Bob Erickson, Chairman
John Rachie
Gordon Kingsley
Dick Johnson

Special Effects

Dick Getchell, Chairman
Cindy Hooper
Ted Fenske

Intermission

Pris Orme, Chairman
Dick Walter
Vern Ausen
Sheila Sullivan

Union Board meeting October 21, 1958

Dick Johnson stated that beginning now each Board member will be expected to turn in an informal monthly committee report on activities. He also stated that at each meeting, two members would be called upon at random to report briefly on his committee's activities. He then called on Betty Johnson and Sharon Goldman. Betty Johnson reported on several events planned by her committees - Minneapolis Choraliers, Union Jazz Program and Christmas Sing. Sharon Goldman mentioned the program on Russia, Japan and the Far East sponsored by the Focus Committee. She spoke of a planned workshop in leather, ceramics and such and also a planned Artcraft Shop Open House. She urged the members to have their people sign up for the poster clinic to be held this Thursday, October 23 from 3:30 to 9:30. Mr. Starr raised the question as to whether invitations were sent to other organizations. Sharon reported that it was open to others last year but with the poor response from other organizations, it was decided it would be for Union committees this year.

Personnel Committee Report:

Dick Stanford recommended Beth Hartman as Coffman Musicale Chairman.

R-8

Motion K-1268

It was moved to accept this recommendation.

Seconded and carried.

Dick Stanford again urged committee chairmen to check in the UBOG office every other day for new applicants. He reported that Charm and Jazz Workshop have many applicants.

Old Business:

President Erickson reminded Board members to make an appointment with him this week.

The Association of College Unions Region 7 meeting will be at the University of North Dakota on November 14-15 and announcement of delegates will be made next meeting. President Erickson read the information received on the program for Region 7 Association of College Unions. The National Student Association Conference will be the same weekend at Carleton College. Any members interested in attending the N.S.A. meeting should see Dick Erickson immediately.

Don Finlayson announced the training sessions for basic and advanced leadership. The basic leadership session for committee members only was held Tuesday night of this week and the advanced session for chairmen only will be held next week.

Mr. Starr passed around the room proposed match covers and samples for a rug for the Conference Room.

Pris Orme read from the ByLaws that members can have only 3 unexcusable absences from the Board meetings and then reminded them to have valid excuses if they must miss meetings.

John Rachie suggested that a Couples' Cafe or such be set up in the Union where more of a college atmosphere is created.

New Business:

President Erickson called the attention of the members to the sheet passed out regarding the qualities and functions of Board members. (Copies of this sheet will be attached to the permanent files of the minutes.)

Mr. Finlayson raised the question with the UBOG concerning programming on

Union Board meeting October 21, 1958

Sundays. He stated the bowling lanes are now open and that we have had programs throughout last year. President Erickson then suggested a committee to study the use of the Union building on Sundays and asked for discussion on this matter. The pros and cons mentioned are as follows:

- 1) Union pushes events all week and Sunday should be left to the students.
- 2) Sunday programming would be unsuccessful because students need the time for studying.
- 3) Union should be a relaxing place on Sunday, perhaps strictly classical music.
- 4) Should find out what the students like to do on Sundays.
- 5) Should keep in mind the kind of programming on Sundays.
- 6) Suggestion of full length movies.
- 7) Should investigate the needs of rooming houses on Sundays.

President Erickson asked Dick Johnson to be on this committee and asked for other interested volunteers. Appointments for this committee will be announced at the next meeting.

Don Finlayson reminded members that ads must be placed with the Ad Agency by 12:30 prior to the day of publication. He also mentioned that negotiations for contracts should be made as far in advance as possible.

House and Finance Committee Report:

Pris Orme reported that the committee is taking a survey on the use of the rooms in the Union in order that room scheduling will be most advantageous to all groups.

Announcements:

- 1) Dave Vangen announced the Expansion and Development Committee meeting to be held Thursday, at 3:00 in Room 346. The committee will go over the O'Brien Report.
- 2) President Erickson announced that Mr. Starr will be attending the Big Ten Directors' Conference in Chicago the first part of next week.
- 3) The Biennium Report on the three Unions will be out October 24 and all members were urged to read this report carefully.
- 4) Several members will be attending the Dean's Retreat this weekend and several interesting topics on the agenda were read to the Board.

Members were reminded that meeting start promptly at 4:30. The next meeting will be Tuesday, October 28 in Room 346 with a dinner following at 6:00.

Respectfully Submitted,

Gordon L. Starr
Recording Secretary

GLS:KM

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
AGENDA
October 21, 1958

- I. Executive Committee Report--Pris Orme
 - 1) Use of the Terrace Reading Room on October, 20.
- II. Program Committee Report--Dick Johnson
 - 1) Homecoming
 - 2) Areas
- III. Personnel Committee Report--Dick Stanford
 - 1) Approval of Committee Chairman
- IV. Public Relations Committee Report--Dick Mier
- V. House and Finance Committee Report--Dick Walter
 - 1) Progress on Activity Office Space Survey
- VI. Old Business
- VII. New Business
- VIII. Announcements
- IX. Adjournment

October 21, 1958/M.O.

QUALITIES AND FUNCTIONS EXPECTED OF
BOARD MEMBERS

- I. Running a meeting effectively:
 1. Awareness of long-range plans of the Union
 2. Assist with pre-planned agenda
 3. Parliamentary procedure
 4. Make committee reports effective
 5. Effective use of Executive Committee

- II. Knowledge a Board Member should have:
 1. Constitution and By-Laws
 2. Structure of Organization
 3. Duties of Officers
 4. University resources and facilities
 5. Stated purpose of organization
 6. History and traditions of organization
 7. Policies and regulations that pertain to organization

- III. Developing and strengthening organization's program:
 1. Long range planning
 2. Understanding member's needs and interests
 3. Concern for individual and group morals
 4. Stimulating interest in program
 5. Delegating responsibility
 6. Involving people in planning and execution
 7. Following up on chairmen
 8. Orientation of new Board and Committee members
 9. Evaluation of Committee Chairman
 10. Keeping Area records

- IV. Leadership development:
 1. Recognizing and utilizing potential leaders
 2. Involving all committee personnel in planning
 3. Specific leadership training program
 4. Delegating responsibility
 5. Being sure committee members are well-informed
 6. Orienting new Board Members and Committee Personnel and introducing them to duties
 7. Evaluation of Board and Committee Meetings
 8. Committee reports of area

- V. Expectation of Board member as an individual:
 1. Setting example
 - a.) Personal conduct
 - b.) Organization standards respected
 - c.) University standards respected
 2. Interpretation of ideas and regulations
 3. Accepting one's role to various situations arising
 4. Representing organization to public
 5. Have enthusiasm

VI. Communications

1. Prompt response to correspondence and requests for Information.
2. Keeping group well-informed.
3. Public Relations and publicity for organization.

VII. Administrative Responsibilities of the President

1. Records
 - a.) Committee report
 - b.) Special project reports
 - c.) Officer reports
 - d.) Correspondence files
 - e.) Minutes
 - f.) Policy files
2. Keeping constitution and by-laws up to date
3. Orientation of new officers and members
4. Leadership development

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

IDEAS FROM "V J P"

Union Board of Governors
Committee Personnel Conference
October 12, 1958
Southview Country Club

PROBLEM: What new or present areas of Union programming would you like developed?

Suggestions for: PROGRAM COMMITTEE

1. Take poll on campus
2. Run ad with form to fill out for programming suggestions.
3. Hold Stockholders meetings to get activity suggestions.
4. More coordinated activities - not so much competition between Union functions and other U functions.
5. Have main attractions for students daily.

DANCE AREA

6. Afternoon dances
7. Improve Wed. Nite dances
8. Polka party with dance instruction.
9. South American dance instruction.

FINE ARTS AREA

10. Fine arts lectures
11. Discussion Club (Philosophy, Religion and so on where anyone can get up and talk)
12. A room where people in the same fields can discuss their problems.
13. Creative arts program - international - biographies of foreign individuals and foreign foods.

GAMES AREA

14. Games - pool instruction for girls, and bridge instruction also.

TALENT DEVELOPMENT AREA

15. Why can't we hear WMMR in St. Paul and Mpls? Expand WMMR or have other similar facilities available.

MUSIC AREA

16. Lectures on jazz and classical music

SOCIAL SKILLS AREA

17. All campus event after games - open house - coffee, etc.
18. Sophomore party. Sophomores only to have a nite at the Union. Freshmen are too busy getting adjusted to U to be very active.
19. Exchanges with other colleges
20. Foreign student - Am. student cooperative programs

SOCIAL SKILLS AREA (cont.)

21. Married couples club
22. Union baby sitting service

NOON PROGRAM AREA

23. Wider variety in noon programs - politics, cartoons, musical
24. Noon programs are too crowded
25. Noon time dances
26. Pep rally before game on Friday

OUTINGS AREA

27. Publicity should be developed - Rovers in particular
28. Co-ed swimming
29. Cooperate with Cooke Hall on swimming program
30. Improve Co-Rec Nite
31. Married students at Co-Rec, promote
32. Two programs per nite for Co-Rec

SPECIAL EVENTS

33. Continue Coffman Capers and Carnival
34. Organized mixers at dances during Welcome Week
35. Use of East stairs during big events to lessen traffic problem
36. More UBOG directional signs during big events.

PERSONNEL BUREAU

37. Not enaf info available to those interested in joining U activities
Bring people with you. Personal approach better.
38. In building leaders - get busy people
39. Social activities or get together for people working in the Union
40. Enthusiasm - key to success.

TALENT DEVELOPMENT AREA

41. Increase coverage for WMMR "Let's Go FM"
42. Individual groups - informal talent shows with prizes (use smaller lounges)

PUBLIC RELATIONS

43. More publicity
44. More publicity via grapevine idea
45. More individuals in Union activities "talk it up" and bring people over to the Union and help them get into activities
46. More publicity over WMMR
47. More publicity thru the Daily -- also on success of activity afterwards.
48. Publication of Union activities. Use of sound car
49. Organize committee to regain the interests of:
 - a. Sophomore, juniors and seniors
 - b. Sororities and fraternities
 - c. Dorms
50. Use of PA systems in dorms
51. Bulletin board for regular events in dorms
52. More posters on all of the campus - more on the Mall

PUBLIC RELATIONS (cont.)

53. Big bulletin board in Union entrance - with activity held, time and place listed
54. More informed information desk
55. Expand open houses
56. More open houses
57. Revolving sign for publicity
58. Class beels in Union at 20 min. after the hour
59. Civic information about cities for out of towners

HOUSE AND FINANCE

60. Directory for rooms in Union
61. Enlarge reading rooms
62. Fix elevators
63. Escalators in Union
64. Larger coffee shop
65. Pizza palace in Union
66. Clean up lunch rooms between lunches
67. Redecorate the cafeteria
68. Food service - exchange meal tickets to permit eating at any dorm or Union cafeteria (for those on dorm contracts)
69. Eat bag lunches in lounges
70. Fly paper in every office and free fly swatters to all eating lunches in Union
71. Temporary parking close to Union
72. Elevator to River flats
73. Study hall in Union
74. Study room expanded for commuters. Open Sundays
75. Have typewriters in Union available on an organized basis.

PROBLEM: What can be done to promote wider student participation in Union activities?

Suggestions for: PROGRAM COMMITTEE

1. Have a "Union Week"
2. Activities aimed at specific groups. (IT, Journalism, etc.)
3. Competitions in groups, by classes, sororities, frats, and other campus groups.
4. Sunday Program - concert or program in evening
5. Reading interpretation group
6. Sightseeing tours for students who aren't acquainted with the Twin Cities

HOUSE & FINANCE

7. Itemized statement of how much money goes to the Union
8. Why are Union facilities so costly??
9. Parking lots and bus stops

SOCIAL SKILLS AREA

10. Coffee hours for promotion of events
11. Coffee hour after games for mixing and publicity programs
12. Suggestion session - have all students come in and share ideas
13. Expand facilities for married students and families
Programs for wives to get husbands interested

PERSONNEL BUREAU

14. Personal contact
15. Follow up interest cards filled out by each student every fall.

PERSONNEL BUREAU

16. Personal contact in reaching prospective committee workers
17. Emphasize opportunity to be a committee member.
18. Get together of committees
19. Bulletin from one committee published for other committees
20. Pins for Union committee members
21. More recognition of work in activities.
 - a. banquets, outings, awards, at various times thru year
22. General overall advertising of Union functions - committees - opportunities
23. Have a welcome week convo on Union activities and follow up with BIC rallies by areas.
24. Orientation in high schools

PUBLIC RELATIONS

25. Expand public relations
26. Develop feeling of belonging to keep interest
27. Personalized - people like to see their names (and hear them)
28. Personalized lists in Daily - reports of meetings, events, etc.
29. Word of mouth
30. Central publicity committee
31. UBOG calendar
32. Keep bulletin boards up to date. Remove old ads
33. Bulletin board by both bridges
34. Tape giving hr. and time of meetings, class, events, etc.
35. Expand advertising
36. Develop dorm-union participation - personal contact, ads, PA, WMR, bulletin board on bridges
27. Roving committee to add publicity to dorms
28. Bulletin - weekly to dorms, etc. "This Week in the Union" single column in Tower and Daily
29. Union publishing own newspaper scheduling events or one page in Daily every day or weekly calendar of events
30. Permanent slot in Daily
31. Gimmicks for publicity
 - a. one board for music and fine arts (one board for each)
 - b. rent an airplane
 - c. slips in each bag lunch sold
 - d. more free events (and emphasize the free)
 - e. more places for actual study
 - f. make foreign students feel at home - special invites to them
 - g. publicize one aspect of the Union each week
 - h. use WMR
 - i. make everyone feel welcome
 - j. agency should be called on to publicize each committee, not each committee publicize their own
 - k. special place in the Daily for ads on the Union

UBOG adow Sentinel

Wednesday, October 22, 1958

Number 2

HOMEcoming PROGRAM OVER; UNION SWINGS TO LEADERSHIP, SEEKS OUTSTANDING MEN, WOMEN

Now that the Homecoming rush is past, the Union is concentrating on opening great opportunities to Campus leaders.

Union activities constitute one of the best opportunities for advanced training in leadership through actual participation in programming. While most openings have been filled, there are still wonderful opportunities for nearly 200 potential leaders — many of whom are among residence men and women.

One colossal program now seeking a General Chairman, five sub-chairmen and about 100 committee members is the annual Creative Arts Festival.

The Festival, which has now a two-week tentative schedule in the Spring, combines the talents of over 22 University Departments and student organizations, plus the Union Board of Governors Festival Committee.

The program is unique, was developed here at Minnesota, and is credited with much national attention. It's a great cooperative effort, involves much coordination and contact with Outstanding Campus persons, particularly academic and administrative officials.

Application can be made for these open positions this week and next at the UBOG personnel office, Room 231 Coffman Union.

VARIETY DANCE KEEPS REGULAR WEDNESDAY SCHEDULE

Variety Dance is becoming a more and more popular mixer event each Wednesday.

The dance, which runs from 8 to 11 p.m. in the Main Ballroom, following enrolled dancing classes, costs only 10¢ to students and 35¢ to non-students. The event is particularly popular among residence students.

WMR SCHEDULES REMOTE BROADCAST; CONSTOCK HALL TO HOST EVENT

WMR will feature a live broadcast from Constock Hall on Wed., Oct. 29, from 7 to 10 p. m.

Highlighting the special feature personalities of WMR will be a veritable meal of free pizza, free coffee, free donuts and free cigarets for after-eating pleasure. Another remote is slated for a Noon Program in the Union Main Lounge from 11:30 to 12:30 on Thurs., Oct. 23.

ROVERS SCHEDULE TWO BIG OUTINGS; CAVE EXPLORING, ROCK CLIMBING TRIP; SATURDAY HAYRIDE

The Minnesota Rovers will be on the go again this coming weekend. A cave exploring trip is set for the morning of Oct. 25, and a gala hayride for the evening. On Sunday, 26 Oct., a rock-climbing expedition is slated. Adventurers may inquire at the Rover Office, CMU Basement, or call Ex. 6280.

A regular Rover Meeting is scheduled for the evening of Oct. 28. Drop in.

STUDENT FACULTY RELATIONS COFFEE HOUR SET

The Student Faculty Relations Committee of JEOG has scheduled a special coffee hour in the Women's Lounge featuring Englishman Humphrey Maud, who will speak on Classics at 3:30 p. m.

FRIDAY SQUARE DANCES SWING; SATURDAY NIGHT DANCES FLING.

Two great regulars on the dancing program are spinning right along again this quarter. These are the Square Dances on Friday night from 8 to 11 p.m. in the Main Ballroom, and the Saturday Night Dance from 9 to 12 p.m., also in the Ballroom.

This Friday, Oct. 24, caller Hank Peterson will be on hand for the Square Dance, and Jack Gobel's five piece band and vocalist will be featured on Saturday.

UBOG

presents

at

YOUR UNION



COFFEE BREAK FEATURES!!!

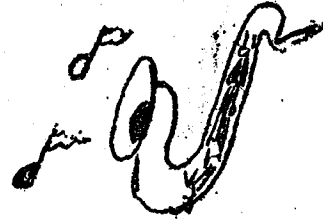
*** American-Foreign Students Coffee Hour
3:30 - 4:30, 24 Oct. Friday - Men's Lounge
informal and free.

*** Charm Coffee Hour
Wed. 29 Oct. 3:30
Room 320 -- Gain
poise for the Boys.

*** Student Faculty Relations
Coffee Hour - Men's Lounge
3:30-5:30 Fri. Oct. 29
Scandinavian Department

UNION JAZZ WORKSHOP *** NOON PROGRAM

Concert - 11:30 to 1:30
Wed., Oct. 22 ---



DANCE

DANCE Page

*** WEDNESDAY NIGHT "VARIETY DANCE"

Oct. 22 and Oct. 29 - 8 to 11 - Main Ballroom - 10¢ student, 35¢ non-student

*** SQUARE DANCE - Friday

Oct. 24, 8 to 11 - Main Ballroom - Pro Caller - 10¢ student, 35¢ staff and faculty, 50¢ outsiders

*** SATURDAY NIGHT DANCE

Oct. 25, 9 to 12 - Main Ballroom - Jack Gabel and 5 piece band, vocalist - 60¢ student, \$1.00 Outside or Non-Student.

NOON PROGRAMS

- * Wed. Oct. 22, 11:30 - 1:30 - Union Jazz Workshop Concert - Ballroom
- * Thurs, Oct. 23, 12:30 - 1:30 - WMMR remote broadcast - Main Lounge
- * Fri., Oct. 24, 12:30 - 1:30 - Movies, Homecoming Game - Ballroom
- * Mon., Oct. 27, 11:30 - 1:30 - Hi-Fi Listening, Choral, - Ballroom
- * Tues., Oct. 28, 11:30 - 1:30 - Disaster film, Red Cross - Ballroom
- * Wed., Oct. 29, 11:30 - 1:30 - Movie "Great Expectations" - Ballroom
(3:30 - 5:30 - Same movie, shown by English Dept.)

ADDED ATTRACTIONS!!!

The Fine Arts Lounge is open every day, showing art and photo displays.
Visit the Games areas - Bowling, Billiards, Table Tennis, Game Room
Toastmasters Meeting, 6:45, Thurs., Oct 23, Room 355

!!!! LEADERSHIP !!!!!

SIGN UP NOW IN ROOM 231 FOR UNION ACTIVITIES

U'll BOG down if you don't.

Openings in:

SNO BALL
CREATIVE ARTS FESTIVAL
CHARM
SKI TRAIL
GRADUATE STUDENTS

BEAUX ARTS BALL
NOON PROGRAMS
GAMES INSTRUCTION
CREATIVE SOCIETY
CO-REC NITES

University of Minnesota Union Board of Governors
Meeting of October 28, 1958

Members Present:

Mimi Baasen, Dick Erickson, Cynthia Hooper, Barbara Johnson, Pris Orme, Jane Quale, Hank Roberts, Dick Stanford, Gordon Starr, Dave Vangen, Sharon Goldman, John Rachle, Dick Johnson, Bob Erickson, Dr. Snoke, Dick Mier, Dick Walter, Vernon Ausen.

Members Absent:

Marie Wensel, Dr. Fenske, Dr. Kingsley

Others Present:

Don Finlayson, Barbara Bowman, Kay McCaffrey, Jim Hancock, Vonny Hagen, Jerry Osier

The meeting was called to order at 4:30 in Room 346.

Corrections to the minutes of October 21, 1958 were made as follows:

- 1) Ads must be placed with the Ad Agency by 12:30 two days prior to the day of publication rather than the day prior to publication.
- 2) Board members are not expected to turn in a written monthly committee report, as the minutes implied, but at each meeting two members will be called on at random to give an oral monthly committee report.

The minutes were approved as corrected.

Executive Committee Report:

- 1) President Erickson reported that WMMU has requested that a committee be set up to look into the possibility of a non-commercial FM license. The Executive Committee has requested that the Ad Hoc Committee which was previously set make definite plans and submit recommendations to the Board. The following people are members of this committee.

Dick Walter, Chairman
Dick Erickson
Dick Johnson
Mimi Baasen
Don Finlayson
Gordon Starr

- 2) President Erickson submitted the names for the Sunday Programming Ad Hoc Committee.

Dick Johnson, Chairman
Bob Erickson
Martin Snoke
Dick Stanford
Don Finlayson
Cindy Hooper

- 3) President Erickson told all members to submit ideas for the agenda to him by 3:30 on the Monday preceding the meeting. Any members wishing general Board discussion rather than committee recommendation should write up a brief history on the subject and place it in the Board boxes before the meeting.

Program Committee Report:

- 1) Hank Roberts briefly reviewed the Homecoming Report he had submitted to the Board. (Copies of this report will be attached to the permanent files of the minutes.) Mr. Starr reported that he had checked with other Big Ten directors and 6 out of 10 have exceeded the previous year's attendance for the Homecoming Dance. Thus, he felt we should analyze more fully this year's attendance with other years. Hank Roberts mentioned publicity and the star, Betty Johnson, as factors in the low attendance and Don Finlayson added that this is the first time there had been serious competition in the Twin Cities area.
- 2) Dick Johnson submitted the Co-Sponsorship policy to the Board for approval with an additional point 5 to read as follows:

All co-sponsorships with groups other than Union groups must have the expressed approval of the Union Program Committee.

R-9
Motion K-1269

It was moved to accept the co-sponsorship policy with the additional point 5.

Seconded and carried.

Discussion followed. Dr. Snoke questioned the phrase in point 2, "educational value to the total university population", and felt an additional point should be added to the policy to clarify it. This point (6) reads as follows:

The programs organized under the terms of this co-sponsorship policy should conform to the applicable University policies.

R-10
Motion K-1270

It was moved to accept the additional point 6 to the co-sponsorship policy.

Seconded and carried.

(Copies of this policy will be attached to the permanent files of the minutes.)

- 3) Dick Johnson reported that 50 passes for the Jazz Concert have been secured from Concerts and Lectures. The pass list was set up as follows: 14 to the Jazz Committee, 20 to the Board and 16 to staff members. The chairman of the committee, the Board president and Mr. Starr will distribute these respectively.

R-11
Motion K-1271

It was moved to accept this pass list.

Seconded.

Discussion followed. Dr. Snoke raised the question of the need for special designated persons on the pass list. Mr. Starr suggested that the pass list be approached from a University standpoint and consideration be given to a reciprocal agreement on passes with the Village Union and the St. Paul Union.

^{R-12}
Motion K-1272

It was moved to amend Motion K-1271 with the following phrase: the tickets not used by the Board and the staff will be delivered to the Union Jazz Committee for distribution by the committee chairman.

Seconded and carried. Standing vote was called.

^{R-13}
Motion K-1271

Carried as amended.

Barbara Johnson announced that tickets for the Jazz Concert to be held November 13 will be on sale exclusively in the Union Wednesday, Thursday and Friday of this week and next week will be on sale in Northrop Auditorium. The Jazz Committee is responsible for all publicity and Concerts and Lectures pays all expenses. Any profit will go into the Union Jazz Fund, which will be used for free concerts in the future.

- 4) Bob Erickson reported on the Rover organization and submitted a new committee structure.

^{R-14}
Motion K-1273

It was moved that the Board strike from the records all former organizational structures of the Rovers, particularly including reference to the ByLaws and Constitutions and that they officially approve the committee structure as submitted.

Seconded.

A question was raised as to the need for such definite action but it was felt that definite action was necessary to avoid possible future problems.

^{R-15}
Motion K-1274

It was moved to amend Motion K-1273 as follows: This motion be considered as a request by the Executive Committee of Rovers.

Motion defeated.

Motion K-1273

Carried as originally stated.

- 5) Cindy Hooper recommended some changes in committee structure and it was felt that this matter should be handled by the standing committee. She then reminded Board members to use noon programs for their events.

6) John Rachle submitted committee reorganization for the Games Area so as to include the following:

- 1) Tournaments
- 2) Demonstration and Instruction
- 3) Publicity

R-16

Motion K-1275

It was moved to accept the committee reorganization.

Seconded and carried.

The meeting was adjourned for dinner at 6:00 and was recalled to order at 6:30.

Personnel Committee Report:

Dick Stanford submitted recommendations for committee chairmen.

- Sue Thompson - Noon Programs
- Geri Mason - Noon Programs
- Judy Mellin - Charn
- Gary Lowe - Publicity
- Kay Jordan - Sno Ball
- Ken Pankow - Ski Train

The above names were approved by the Board.

Dick reported that only 4 committees still need chairmen. They are Graduate Students, Co-Rec, Creative Society and Noon Programs.

Dick Stanford reported that the Personnel Committee is making plans to have a party possibly the Friday of the week before Thanksgiving, similar to the Beef Eaters Party held at the Wisconsin Union. He also reported that plans are being made to give out privilege cards to committee chairmen each quarter. The criteria for these cards and the list of events will be approved by the Board. Mr. Starr complimented Dick Stanford on his attempts to work through all personnel and also his attempts to establish events as traditional.

Public Relations Committee Report:

- 1) Dick Mier reported that the supply of Toastmasters brochures is limited and the cost for printing 1,000 more copies will be \$12.00. This expense will come out of the fund allotted for brochures.
- 2) He reported that the names of Board and committee members will go to News Service this week for publication in hometown papers and such.
- 3) Dick reported on the cost of the new match book covers -- \$1,775 for a 2-year supply. The present cost for match book covers is \$650 so the additional expense will be \$1,125. Presently this expense is charged to the Billiard Room and Bowling Lanes but it was felt that this additional expense should not be added to these operations.

R-17

Motion K-1276

It was moved the Board set aside a special fund in the amount of \$1,125 for a

two-year period to pay for these proposed match book covers.

Seconded and carried.

The House and Finance Committee will decide on this special fund.

^{R-18}
Motion K-1277

It was moved that the Public Relations Bureau take care of putting out the Newsletter.

Seconded and carried.

Old Business:

- 1) Dave Vangen, Chairman of the Expansion and Development Committee, reviewed the Expansion and Development Preliminary Report submitted to the Board members. (Copies of this report will be attached to the permanent files of the minutes.) Mr. Starr explained that the Building Committee of the University is interested primarily in the type of facilities needed and that the Union is 6 months to a year behind other departments in formalizing plans for expansion. Dick Stanford suggested that UBOG think in terms of new programs as well as facilities as new programs may require new and different facilities. Dave Vangen reported that the first step of the two major functions has been completed, that is, "to gather information which would be helpful in determining the needs and wants of students in the future", and now the committee looks to the Board for further action. President Erickson told the members that this project is of the utmost importance.

^{R-19}
Motion K-1278

Mr. Vern Ausen moved that the Expansion and Development Committee evaluate the information that has already been obtained and any additional information that is necessary and make concrete proposals for expanding facilities, in order to meet the anticipated heavy enrollment in the future, in sufficient detail so as to provide a basis for a building program on which decisions of construction and design can be made.

Seconded and carried.

^{R-20}
Motion K-1279

It was moved that the Board give the Expansion and Development Committee a vote of thanks for their outstanding work.

Seconded and carried.

This report should be called the O'Brien Report on Expansion and Development. This name change has been approved previously.

New Business:

Several ideas were submitted for recognition of committee chairmen. One was a president's reception before the Christmas Semi-Formal or other major event and the other was a monthly dessert meeting with the committee chairmen.

^{R 21}
Motion K-1280

It was moved that the Executive Committee look into the matter and consult with various committees and designate responsibility from there.

Seconded and carried.

Announcements:

President Erickson urged interested members to make plans to go to Regional or NSA Conferences.

Dick Walter reminded the members to be thinking of ideas for Christmas decorations and Pris Orme told the members of the Christmas Decorating Party to be held December 2. Mr. Starr suggested the Board start working on Christmas cards.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:km

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
AGENDA
October 28, 1958

- I. Executive Committee Report--Dick Erickson
 - 1) Ad Hoc Committee on WPMR-FM
 - 2) Sunday Programing Ad Hoc Committee
- II. Program Committee Report--Dick Johnson
 - 1) Homecoming Dance
 - 2) Co-Sponsorships
 - 3) Jazz Show
 - 4) Christmas Semi-Formal
 - 5) Area Reports
- III. Program Committee Reports--Dick Stanford
 - 1) Approval of committee chairman
- IV. Public Relations Committee Report-- Dick Mier
 - 1) UBOG Sentinel
- V. Old Business
 - 1) Expansion and Development Preliminary Report--Dave Vangen
- VI. New Business
 - 1) Recognition of Committee Chairman
 - a) Presidents Reception
 - b) Monthly Dessert Meeting
- VII. Announcements
 - 1) Regional and NSA conferences
- VIII. Adjournment

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

UNION BOARD OF GOVERNORS
Co-Sponsorship with other groups

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

1. The organization requesting co-sponsorship pursues objectives which are of over-all value to the university or one of its colleges.
2. The program to be co-sponsored must be of entertainment, cultural, or educational value to the total university population and the student body in particular.
3. The organization requesting co-sponsorship must be able to provide the type of cooperation which is necessary in co-sponsoring a successful program.
4. The organization requesting co-sponsorship must have the financial stability to responsibly sponsor such a program.
5. All co-sponsorships with groups other than Union groups must have the expressed approval of the Union Program Committee.
6. The programs organized under the terms of this co-sponsorship policy should conform to the applicable University policies.

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

1958 Homecoming Dance Report

I. Event Summary

A. Revenue

\$5,190.00 Gross - 3,299 tickets sold
3,190.00 Expenses (roughly estimated)A
\$2,000.00 Net Profit (roughly estimated)

- 1) comparison with estimate
 - a) \$884.00 reduction in profit
 - b) \$74.00 increase in expenses
 - c) 701 tickets unsold

B. Decorations

- 1) very well organized and executed
- 2) junior ballroom exceptionally well done

C. Weak Spots

- 1) not a sell out
- 2) publicity poor in spots
- 3) intermission program in Main Ballroom poorly organized
- 4) Main ballroom poorly decorated

II. Event Description

Following the course of tradition four local bands, a national band, and a featured vocalist were employed. The room arrangement and band placement were as follows:

- 1) Main Ballroom - Dan Belloc & Betty Johnson
The room was decorated with large mobiles and the large revolving "M" hung over the stage area.
- 2) Junior Ballroom - Jim Sutherland
A Minnesota color's theme was carried out through the use of white, gold, and maroon streamers and balloons.
- 3) Men's Lounge - Harry Elons
A Mardi-gras effect was achieved through the use of colored masks and throw-out streamers.
- 4) Women's Lounge - Dick Marrone
A Paris Sidewalk Cafe atmosphere was created through the use of a large mirror, umbrella tables, checkered table cloth covered tables, and travel posters.
- 5) Cafeteria - Bob Leighton
A Harvest Moon theme was effected through a large cardboard moon and autumn leaves of red, green and burnt orange.

Tickets were handled by the ticket chairman and 14 committee members. The selling hours were 8:00 a.m. to 9:30 a.m. and 11:30 a.m. to 2:00 p.m. on October 8 through October 11, and 8:00 a.m. to 10:30 a.m. and 11:30 a.m. to 3:30 p.m. on October 13 through October 17. In addition, tickets were sold at the information desk on Saturday the 18th and at the door during the event.

The publicity chairman organized advertising into 5 areas: posters, radio advertising, Twin City newspapers, Daily News, and Daily advertisements. Due to the difficulty in securing a star performer, publicity got off to a slow start and was not completely effective

III. Event Evaluation

The actual event itself was a success and those who attended thoroughly enjoyed the dance. However, several problems did occur.

1) The event was not a complete sell out as 701 tickets remained unsold. This was due to three factors. a) The difficulty in securing a big name band or star performer left the event without a main attraction. Betty Johnson did a wonderful job but she did not have the drawing power that The Tommy Dorsey Band would have had. The trouble in securing a name band lay in the musical contracting setup rather than the efforts of the people involved. b) There were several other large events at the same time as the dance which drew away prospective participants. c) The publicity organization fell apart and had to be carried for the most part by the publicity chairman.

2) The publicity organization fell apart at the time when it could have been most effective. The weak spot was the lack of posters on the Mall and throughout the campus. More delegation of work by the publicity chairman and the use of responsible people would have alleviated this difficulty. Due consideration must also be given to the fact that there were only three weeks after the quarter began in which to contact people.

3) Due to the fault of the Homecoming chairman, the intermission program in the Main Ballroom was poorly organized. The program consisted of giving trophies to winning organizations in Homecoming events and a Hoola Hoop Contest between Betty Johnson and the Homecoming queen, Jane Quale. Although all participants carried out their parts extremely well, it was done more by excellent improvisation than by organization.

4) The Main Ballroom was not as effectively decorated as it could have been. The modernistic uprights which were to have been placed in the center of the floor were too top heavy and had to be placed at the side where they could be attached to the balcony. Some additional decorating would also have helped.

IV. Acknowledgements

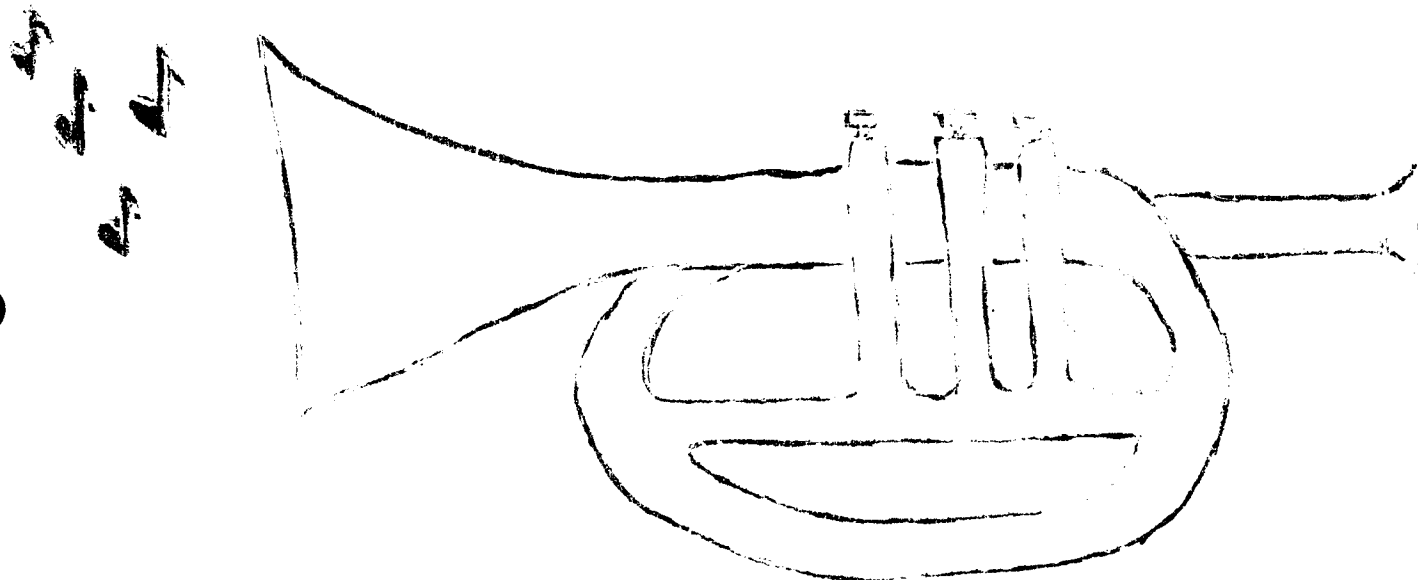
At this time I wish to thank all of those on the Homecoming Dance Committee, the Program Staff, and the Union Board of Governors who helped in making our event a success. Jerry Engstrom, Ticket Chairman, Beverly Whittmore, Decorations Chairman, and James Eckstrom, Publicity Chairman, all did an excellent job in their areas. I wish to thank Mrs. Helen De Jonge, Mr. Don Finlayson, Mr. James Hagle, and Miss Louise Moberly of the union staff for their able assistance.

Respectfully submitted

Henry Roberts
Henry Roberts, Chairman
1958 Homecoming Dance

HR:aa

DOC EVANS HERE FOR SPECIAL
JAZZ CONCERT AT CMU



THURSDAY OCT. 30, 1958

12:30 - 1:20 P.M. ADM 10¢

COFFMAN MAIN BALLROOM

PRESENTED BY

THE COFFMAN MUSICAL COMMITTEE

DANCE AREA

YOU WITCHES AND GOBLINS HALLOWEEN PARTY

CO-SPONSERED BY SQUARE DANCE & ALL-FOREIGN ST DENT COMMITTEE, ADM: 20¢ STUDENTS 45¢ FACULTY STAFF; 60¢ NON-STUDENTS FRIDAY OCT 31, MBR 7-12 P.M.

VARIETY DANCE OCT 29 & NOV 5 8-11 P.M. MBR ADM 10¢ & 35¢

DANCE INSTRUCTION

6:00-7:00 P.M. MBR
7:00-8:00 P.M. MBR
8:00-9:00 P.M. RM. 325 326 327
OCT 29 AND NOV 5

ARTCRAFT STUDIO

OCT 29 CERAMIC WORKSHOP OIL PAINTING WORKSHOP

*PHOTO INSTRUCTION WORKSHOP SILVER JEWELRY WORKSHOP

* IF YOU ARE INTERESTED IN PHOTOGRAPHY, THEN SEE LOUISE MOBERLY, STAFF ADVISOR, IMMEDIATELY.

*Artcraft Studio
Open House*

NOV 6 THURSDAY 11 A.M. to 5 P.M.

WMMR RADIO 730

OCT 29 REMOTE LIVE BROADCAST FROM COMSTOCK HALL-FREE PIZZA, COFFEE, D'UGNUTS, AND CIGARETTES. ALL INVITED. 10:00 to 11:55 P.M.

30 LIVE REMOTE BROADCAST FROM RM. 320 CMU 9:00 to 10:00 "THE DICK ADAMS JAZZ SHOW"

MISCELLANEOUS

OCT 29 CHARM COFFEE HOUR FEATURING BRANIFF STEWARDESS SUPERVISOR TELLING ABOUT STEWARDESS CAREER. ROOM 320, 3:30 P.M.

STUDENT-FACULTY RELATIONS COFFEE HOUR PRESENTED BY SCANDENAVIAN DEPT. PANEL DISCUSSION BY RECENT EUROPEAN TRAVELERS, AND FILM ON SWEDEN. MENS LOUNGE, 3:30 P.M.

OCT 29-30-31

TICKETS ON SALE FOR "JAZZ FOR MOD* ERNS" CONCERT--TICKETS BOOTH CMU-ALL DAY. SPONSERED BY THE UNION JAZZ WORKSHOP.

OCT 30

TOASTMASTERS WANT YOU!!!! IF YOU EVER THOUGHT ABOUT PUBLIC SPEAKING, OR EVER HAVE DONE ANY, THEN BE AT ROOM 355 AT 6:45 P.M.

FOR THE GIRLS

MODELING CLASS, OCT 30, RM 343, 344, 345--3:30 P.M.

1st 50 GIRLS SIGNED UP IN RM. 230, CMU WILL BE ALLOWED AS HOSTESSES TO ATTEND DANCE INSTRUCT. FREE

Personnel Committee

ANNOUNCES OPENINGS FOR CHAIRMANSHIP IN :

- 1959 CREATIVE ART FESTIVAL
- 1959 SNO BALL • SKI TRAIN
- CHARM • CREATIVE SOCIETY

APPLY ROOM 031 CMU

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS
EXPANSION AND DEVELOPMENT COMMITTEE
PRELIMINARY REPORT
October 23, 1958

PRELUDE

The Union Board of Governors' Expansion and Development Committee has its roots in the University Building Committee, which, as its name implies, is concerned with the building program of the University as a whole. Before the University Building Committee could devise concrete steps in the development of plans for future Union facilities and services it was felt that considerable information was needed for any expansion of Union facilities based on findings of what students, staff and faculty considered necessary.

Consequently, this problem was referred to the Union Board of Governors, who in turn created an Expansion and Development Committee to aid in the solution of this problem. The Expansion and Development Committee was assigned two major functions:

1. To gather information which would be helpful in determining the needs and wants of students in the future.
2. To consider ways and means of expanding present facilities to meet the anticipated heavy enrollment in the future.

The Union Board of Governors immediately recognized that any plan concerning Union expansion should include as many students as possible from all areas of student life in order to get a broad representation of opinions and ideas. Because of the limited time factor and the need for wide representation the following groups were asked to name representatives to the Expansion and Development Committee:

1. All University Congress
2. Interdorm Council
3. Interfraternity Council
4. Student Council of Religion
5. Panhellenic Council
6. A member at large to represent the commuting students view-point.

It was decided not to ask for representatives from the St. Paul Campus because

of the development of their new St. Paul Campus Building.

After selection of the members, the Expansion and Development Committee was assembled for its first meeting. It was at this meeting that the committee members were introduced to each other and to the magnitude of the problem facing them.

The Union Board of Governors' Expansion and Development Committee faced many difficult problems. For example, how could they determine the needs of its "public?", how could the committee distinguish the really important suggestions from the unimportant and how much could the committee rely on its own feeling about the needs of a campus?

One possible solution to the above problems was to use a questionnaire survey of needs. It was felt that the purposes of a survey of opinion about Coffman Memorial Union were these:

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 who now use 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 operation and about future services and facilities that might be included in an addition.

THE QUESTIONS

After the purposes of the survey had been decided upon, it was next necessary to devise a questionnaire form which would solicit answers that would identify needs of the University community that could be met by Coffman Memorial Union.

The four purposes of the survey seemed to suggest four areas of information or question formation. The first area was that of learning the biographical

characteristics of the person who responded. In this section, he or she was asked to identify their: University status (student, staff or faculty or combination of the three), sex, veteran status, marital status, year in college if a student, place and area of residence, the kind of student housing of the respondent, where they take their meals, if they have access to a car, and the college in which they are enrolled.

The next section of the questionnaire was devised to determine the degree of use of twenty-seven selected Union services or facilities. The respondents were asked to check their use of each of these items in one of four categories. The response possibilities ranged from "I use this facility regularly, almost every day, or at least once a week," through "I use this facility occasionally, several times a quarter," and "I use this facility rarely or not at all," to the choice "I do not know about this facility."

In order to distinguish the importance of use from its mere frequency, another part was added to this section. It asked that the respondents list the five most important Union facilities to them out of the list of twenty-seven which they had previously checked. This procedure made it possible to identify those important services and facilities which could not, by their very nature, be used daily or nearly so, and which in comparison with daily use facilities, might seem unimportant.

In both parts of this section, the directions stressed to the respondents that they should answer the questions as they pertained directly to them and as they actually used the facility, or as its importance appealed to them.

The next section of the questionnaire asked about the individual's interest in twenty-seven suggested future services or facilities. They were asked to indicate their response by checking that the item was "very desirable," "I would personally use this often," or "moderately desirable; I would person-

ally use this from time to time," or "limited desire; I would personally use this little or not at all."

The final section was an open end question which asked that the respondents add whatever ideas they felt the Union should consider in its expansion program.

THE PRETEST

Once the questions were composed in tentative form, they were checked for accuracy and meaning by the committee. They were also checked for general presentation, arrangement and completeness by Dr. Mary Corcoran of the Bureau of Institutional Research.

Finally, the questions were tried out in mimeograph form on a class of General College Freshman and a group of Graduate Students, which totaled approximately seventy students.

The results of this exposure of the questionnaire led to the revision and rearrangement of some questions and to the sharpening of the wording in others. For example, it was decided to add the following question because of the number of commuting students, i. e. those who live in the twin cities area, who might be members of such organizations. The question was, "If a student, I am: a member of a fraternity or sorority, or, not a member of a fraternity or sorority."

THE SAMPLE

Now that we knew what we wanted to ask and how to ask it, the problem was to whom should we put the questions. Obviously with approximately 22,000 students on the campus, not including faculty and staff, it would be impossible to contact all of them with these questions, and it certainly would be impractical to work with all the data which those 22,000 students alone could provide. Besides the problem of size, we wanted to get information from those who used the Union as a group, and whose interests and needs in additional space could not be

represented by individual and personalized responses. For instance, an individual seldom indicates their own need for large dining facilities, a ballroom or meeting space facilities which essentially benefit groups.

The first problem, the one of reducing the size of the group to be contracted, was solved by developing a 10% sample of the students, staff and faculty. A random sample of that size, we were told by Dr. Corcoran, would be an adequate one from which to draw opinion. A 10% sample also made it convenient to select mechanically, for example, every tenth person on the regular payroll. The Student Housing Bureau (Mr. John Huebner) and the Comptroller's office (E. C. Jackson and Ralph Willard) cooperated to provide us with the names of every tenth individual in their respective groups.

The question of group reaction to the questionnaire was solved by the decision to send a questionnaire with slightly different general information questions to every University department and to every student organization listed with the Student Activities Bureau. The questionnaires for these two groups were of a different color from the one sent to individuals. These questionnaires were accompanied by a note of explanation so that an individual who was randomly selected as a member of the student, staff or faculty sample, would complete that form, and in addition complete a group form as well, if by coincidence he should be head of a department or president of a student organization.

The questionnaire form was printed on a sheet $8 \times 21\frac{1}{2}$ " on both sides. The printed questionnaire gave the study a degree of status and importance that a mimeographed presentation would not. In addition, it reduced the bulk of the form. In mimeograph form, the questionnaire contained nine pages. The advantage in appearance of a short, easily answered form, has a good deal to do with the willingness of the respondent to complete and return it. A single sheet form is also easier to deal with in coding, card punching and storing the returns.

THE DISTRIBUTION

The questionnaire to the students and groups were mailed by bulk rates to their home addresses and questionnaires to the staff and faculty were mailed first-class as their names and home addresses were printed on envelopes (continuous form envelopes). They were asked to return the questionnaires as soon as possible. Excellent newspaper publicity by the Minnesota Daily released at the same time that the questionnaires were mailed undoubtedly helped to create additional interest in the questionnaires. We also believe that twin cities newspaper publicity dealing with University expansion as a whole also played an important role in stimulating interest. These, then, were two factors that helped motivate respondents to return the forms in the postage paid envelopes provided them.

THE RESULTS

Endless amounts of statistical data is available from the returns. Even at this point we have only converted a part of the total information available into tables and charts for general use.

By the way of a general comment on the response, we had a return of 47.6% of the questionnaires sent to students, staff and faculty, and 43.9% from University departments and student organizations. In general, mailed surveys or questionnaire procedures usually bring a response of between 15% and 20%. The fact that the returns were so high indicates the general validity of the results and the degree of interest it aroused.

As to the specific question, "What did we learn about the Union in this survey?" we can generally answer the following:

Present Use: We found that on the basis of frequency of use, students, staff, and faculty find these services and facilities of the Union most important and expressed in the order of the response: rest rooms, first; North Star and Ski-U-Mah rooms; lounges (men's and women's, and main); Cafetera; Gopher Grille and Gopherette; U. S. Post office; Union Bookstore; Bowling Lanes; Terrace Reading Room; and the ballrooms (Main and Junior). These brought the ten highest responses.

In terms of the importance to the use as contrasted with simple frequency of use, these items were the most important to students, staff and faculty as individuals: North Star and Ski-U-Mah rooms, Cafeteria, Gopher Grille and Gopherette, Lounges (men's, women's and main), Bowling facilities, U. S. Post Office, Union Bookstore, rest rooms, ballrooms (Main and Junior), student activities office facilities.

Future use: Of the twenty-seven services and facilities that might be considered for an addition to Union facilities, some are entirely new items while others are enlargements or modifications of existing items. The ten most frequently mentioned facilities that would be regarded desirable in the group of twenty-seven were in order: lounges located in various buildings on campus, bag lunch rooms located in various buildings on campus, coed swimming pool, typewriter room, library located adjacent to the Union, music listening room, commuters' dormitory, additional bowling facilities, additional Gopher Grille and Gopherette facilities, meeting rooms located in various buildings on campus.

Group use: Tabulations of group use of present and proposed facilities were made in much the same way it was for individual use. Current group use placed the U. S. Post Office, rest rooms, Cafeteria, Union Bookstore, Gopher Grille and Gopherette, bowling facilities, North Star and Ski-U-Mah room lounges (men's, women's and main), Barber and Beauty shops, additional student activities office space, in order of use, and ranked as most important to them: Private dining rooms, Cafeteria, conference rooms, U. S. Post Office, student activities office facilities, bowling facilities, ballrooms (main and junior), Union Bookstore, North Star and Ski-U-Mah room, lounges (men's, women's and main) in that order. For future use, meeting rooms located in various buildings on campus ranked first, followed by lounges located in various buildings on campus, bag lunch rooms located in various buildings on campus, Union Metal, coed swimming pool, additional student government and activities office space, kitchenette facilities, typewriter room, commuters' dormitory, additional Gopher Grille and Gopherette facilities.

WRITE-IN COMMENTS

A secondary purpose of a questionnaire such as this, is to gather opinions and comments from individuals as to what they want in future services and facilities. Our survey was successful in this regard, for approximately half of the respondents took the opportunity to make additional comments. Comments about current operations ranged from questions about the price of food to the request for more dancing programs and classes.

Specific ideas about the construction of additional Union space were included. High among the number of write-in suggestions was that space be provided for studying in lounges, or special study rooms, and to increase commuters' lunch room facilities. Other requests were that the Union provide free telephone service, serve beer in the Union, reduce fees, provide more printed information, provide a gasoline service station, to mention only a few. The earnestness with which the vast majority of respondents completed this part of the questionnaire led the committee to believe that the whole project was taken seriously by the student and staff members who were contacted.

CONCLUSIONS

From this account, it is readily apparent that the Expansion and Development Committee secured a great deal of valuable information which should be important in making decisions about future additional space. This method of getting information has the advantages of:

1. Allowing those who may be benefited by the decisions (or their successors) to participate in formulation of these decisions.
2. Allowing a wide range and large number of persons to participate in the decision-making process.
3. Bringing in suggestions and information which might not otherwise occur to the committee, or be available to them.
4. Providing a basis for a building program on which decisions of construction detail can be made.

SOME PROPOSED RECOMMENDATIONS SUGGESTED BY THE SURVEY

AND FROM DISCUSSIONS BY THE COMMITTEE

The Expansion and Development Committee feels that a number of suggestions and recommendations should be made to the Union Board of Governors as follows:

1. That eating facilities for commuters be enlarged. Further, that they consist of both cafeteria and bag lunch facilities.

2. That lounge facilities be expanded. It is further suggested that the Union Board of Governors consider the concept of decentralized lounges, or lounges located in various buildings on both sides of the river, including the operation and maintenance of them.

3. That the Union Board of Governors consider the possibility of innovations such as a Union Motel, commuters' dormitory or a co-educational swimming pool that might be incorporated in present or future Union facilities.

4. That consideration be given to the need of additional space for student organization offices, which can include such items as desks, file cabinets and so forth.

5. That the expected surge in enrollment will require more meeting spaces and conference rooms both centrally located and decentralized in various buildings on both sides of the river.

6. That the Union Board of Governors consider the individual suggestions made by the respondents in the write-in portion of the survey, in the belief that valuable suggestions may be contained therein.

7. That the Union Board of Governors observe the developments of expanding Union facilities at other Big-Ten campuses and gather first-hand information by personal visits as to what other universities are doing to meet the expected surge in enrollment.

8. That the Union Board of Governors make a continuous study of the developments of the west river campus so that additional information can be incorporated in any subsequent recommendations on future Union facilities.

9. That the Union Board of Governors make further study of problems indicated by this survey. For example, the relation of parking to the use of Union facilities.

10. That the Union Board of Governors and the University Building Committee in consideration of these recommendations and the development of plans for expanded facilities continue to seek the professional advice and experience of the Union administrative staff.

10/23/58

COFFMAN MEMORIAL UNION SURVEY DATA RETURNS

APPENDIX

Table I

Students, Staff and Faculty

3607 Mailed
~~-1988~~ Unreturned
1619 Returned
~~-137~~ Un-tabulated
(returned late
unclaimed, etc.)

1,582 Returns = 47.6%

Departments, Divisions, Schools and Organizations

594 Mailed
~~-307~~ Unreturned
287 Returned
~~-27~~ Un-tabulated
(returned too late
blanks, etc.)

260 Returns = 43.9%

Table II

Current facilities used by students, staff and faculty on a daily basis or at least once a week.

<u>RANK</u>	<u>FACILITY</u>	<u>FREQUENCY OF CHOICE</u>
1	Rest rooms	328
2	North Star and Ski-U-Mah facilities	201
3	Lounges (men's, women's, and main)	185
4	Cafeteria facilities	176
5	Gopher Grille and Gopherette facilities	150
6	U.S. Post Office	127
7	Union Bookstore	121
8	Bowling facilities	112
9	Terrace Reading room	51
10	Ballroom (main and junior)	49
11	Checkrooms	42
12	Billiard facilities	37
13	Coed Game room	27
14	Conference rooms	21
15	Barber and Beauty shops	20
16	Fine Arts Lounge	19
17	Students Activities Office	18
18	Currency Exchange	16
18	Table Tennis	16
20	Craft Shop	14
21	Women's Quiet room	11
21	Information Service	11
23	T.V. facilities	9
24	Ticket Office	4
24	Private Dining rooms	4
26	Photographic Dark room	3
26	Lost and Found	3

Most important facilities of current use reported as such by students, staff and faculty.

<u>RANK</u>	<u>FACILITY</u>
1	North Star and Ski-U-Mah rooms
2	Cafeteria
3	Gopher Grille and Gopherette
4	Lounges(men's and women's)
5	Bowling facilities
6	U.S. Post Office
7	Union Bookstores
8	Rest rooms
9	Ballrooms (main and junior)
10	Student Government and Activities Office
11	Terrace Reading room
12	Craft shops
13	Barber and Beauty shops
13	Conference rooms
15	Billiard facilities
16	Information Service
17	Coed Game room
18	Private Dining room
19	Table Tennis
19	Women's Quiet room
21	Photographic Dark room
21	Checkrooms
23	Fine Arts Lounge
24	Ticket Office
25	Currency Exchange
26	Lost and Found
27	T.V. facilities

Table IV

Future facilities regarded as Very Desirable by students, staff and faculty.

<u>RANK</u>	<u>FACILITY</u>	<u>FREQUENCY OF CHOICE</u>
1	Lounges located in Union or Buildings on Campus	638
2	Bag lunch rooms located in Union or Buildings on Campus	478
3	Coed swimming pool	447
4	Typewriter room	334
5	Library located adjacent to Union	314
6	Music listening room	278
7	Commuter's Dormitory	271
8	Additional Bowling facilities	255
9	Additional Gopher Grill and Gopherette facilities	253
10	Meeting rooms located in various buildings on campus	228
11	Additional cafeteria facilities	227
12	Union Motel	189
13	Locker, Shower and Powder room facilities	176
13	Small theater	176
15	T.V. room	125
15	Kitchenette	125
17	Music practice rooms	109
18	Additional Table Tennis facilities	97
19	Trophy room	95
20	Slide Projection room	76

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT OF CHECK</u>
21	Additional Billiard facilities	72
22	Additional Craft Shop facilities	70
23	Additional Fine Arts Lounge facilities	68
24	Additional Coed Game room facilities	60
25	Additional Barber and Beauty Shop facilities	42
25	Additional Student Government and Activities Office facilities	42
26	Additional Private Dining room facilities	36

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Current facilities used regularly as reported by departments, divisions, schools, and organizations.

<u>RANK</u>	<u>FACILITY</u>	<u>FREQUENCY OF CHOICE</u>
1	U.S. Post Office	41
2	Rest Rooms	39
3	Cafeteria facilities	32
4	Union Bookstore	25
5	Gopher Grille and Gopherette	23
6	Bowling facilities	20
7	North Star and Ski-U-Mah rooms	19
8	Barber and Beauty shops	16
9	Lounges (men's, women's, and main)	16
10	Student Government and Activities Office facilities	13
11	Information Service	8
11	Conference rooms	8
13	Women's Quiet Room	4
13	Private Dining Room facilities	4
15	Check room facilities	3
15	Terrace Reading room	3
17	Fine Arts Lounge	2
17	Lost and Found	2
17	Coed Game room	2
17	Currency Exchange	2
17	Craft Shop	2
17	T.V. facilities	2
23	Ballroom (main and junior)	1
23	Photographic Dark room	1
23	Ticket Office	1
23	Billiard facilities	1
23	Table Tennis	1

10/23/58

Current facilities used regularly and occasionally, i.e., total use, as reported by departments, divisions, schools and organizations.

<u>RANK</u>	<u>FACILITY</u>	<u>FREQUENCY OF CHOICE</u>
1	Rest rooms	116
2	U.S. Post Office	112
3	Union Bookstore	107
4	Barber and Beauty shops	70
5	Bowling facilities	63
6	Private Dining room facilities	61
7	Lounges (men's women's, and main)	59
7	Cafeteria facilities	59
9	Information Service	56
10	Checkroom facilities	54
12	Gopher Grille and Gopherette	53
13	Student Government and Activities Office facilities	44
14	North Star and Ski-U-Mah	33
15	Ballrooms (main and junior	29
15	Ticket Office	29
17	Craft Shop	26
18	Terrace Reading room	19
19	Currency Exchange	17
20	Table Tennis	16
21	T.V. facilities	15
21	Billiard facilities	15
21	Fine Arts Lounge	15
24	Lost and Found	11
25	Coed Game Room	10
26	Women's Quiet room	9
27	Photographic Dark room	6

Importance of facilities given as such by departments, divisions, schools, and organizations.

<u>RANK</u>	<u>FACILITY</u>
1	Private Dining Room
2	Cafeteria
3	Conference rooms
4	U.S. Post Office
5	Student Government and Activities Office
6	Bowling facilities
7	Ballrooms (main and junior)
8	Union Bookstore
9	North Star and Ski-U-Mah rooms
9	Lounges (men's, women's, and main)
11	Information Service
12	Gopher Grille and Gopherette
13	Rest rooms
14	Barber and Beauty shops
15	Checkrooms
15	Lost and Found
15	Terrace Reading room
15	Currency Exchange
15	Craft shops
20	Ticket Office
20	Coed Game room
20	Table Tennis
20	Billiards facilities
20	T.V. facilities
20	Photographic Dark room
20	Fine Arts Lounge
20	Women's Quiet room

Table VIII

Future facilities regarded Very Desirable and Moderately Desirable by divisions, schools, and organizations.

<u>RANK</u>	<u>FACILITY</u>	<u>FREQUENCY OF CHOICE</u>
1	Meeting rooms located in various buildings on campus	122
2	Union Motel	114
3	Lounges located in various buildings on campus	105
4	Small Theater	99
5	Coed Swimming Pool	88
6	Typewriter room	82
7	Bag Lunch room	76
8	Additional Private dining room facilities	75
9	Additional Cafeteria facilities	74
10	Additional Bowling facilities	72
11	Additional Student Government and Activities offices	70
12	Commuters Dormitory	68
13	Kitchenette	66
14	Additional Gopher Grills and Gopherette	62
15	Library located adjacent to Union	60
16	Music Listening room	56
17	Slide Projection room	54
18	Additional Barber and Beauty Shop facilities	52
19	Locker, showers, and powder room	44
20	Additional Fine Arts Lounge facilities	38
21	Additional Craft Shop facilities	36
22	Additional T.V. facilities	32
23	Music Practice room	28
23	Trophy room	28

<u>RANK</u>	<u>FACILITY</u>	<u>FREQUENCY OF CHOICE</u>
23	Additional Billiard facilities	28
26	Additional Table Tennis facilities	27
27	Additional Game Room facilities	26

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Future facilities regarded Very Desirable by departments, divisions, schools and organizations.

<u>RANK</u>	<u>FACILITY</u>	<u>FREQUENCY OF CHOICE</u>
1	Meeting rooms located in various buildings on campus	51
2	Lounges located in various buildings on campus	44
3	Bag Lunch rooms located in various buildings on campus	35
4	Union Motel	33
5	Coed Swimming Pool	29
6	Additional Student Government and Activities Office facilities	28
6	Kitchenette	28
6	Typewriter room	28
9	Commuters Dormitory	26
10	Gopher Grille and Gopherette	24
11	Additional Cafeteria facilities	23
11	Additional Bowling facilities	23
13	Small Theater	17
14	Library located adjacent to the Union	15
15	Additional private dining room facilities	13
16	Locker, Shower, and Powder room facilities	12
17	Music Listening room	11
18	Additional Table Tennis facilities	8
18	Additional Barber and Beauty Shop facilities	8
18	Slide Projection room	8
21	Additional T. V. room	7
22	Music Practice room	6

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<u>RANK</u>	<u>FACILITY</u>	<u>FREQUENCY OF CHOICE</u>
22	Trophy room	6
24	Additional Fine Arts Lounge facilities	5
25	Additional Billiard facilities	4
26	Additional Craft Shop facilities	3

10/23/58

Table X

Characteristics of Individuals who answered the questionnaire

Freshman	328	
Sophomore	292	
Junior	333	
Senior	108	
Graduate	272	
Adult Special	37	
Extension	7	
Other	8	
No response (Did not identify)	198	
	<u>1,582</u>	
Sex:	Male	1054
	Female	459
Veteran Status:	Veteran	799
	Non Veteran	746
Marital	Married	429
	Single	922
Residence	University Campus Area	468
	Minneapolis	569
	St. Paul	246
	Suburbs	284
	No Response	15
Car	Access to car on campus	1021
	No access to car on campus	529
Convenience	Classes or work convenient to Union	1021
	Classes or work not convenient to Union	530
	No response	63
Housing	"U" housing for single students	195
	"U" married housing	39
	Co-ops, etc.	20
	Fraternity or Sorority	56
	Parents	542
	Private House	266
	No response	464
Meals	Meals served where live	1139
	Meals not served where live	179
	No response	481

Table XI

Characteristics of departments, divisions, schools, or organizations who identified themselves.

Membership

Nine or less	35	All men	86
10-19	48	All women	34
20-29	43	Both	135
30-39	31	No response	5
40-49	14		
50-74	35		
75-99	12		
Over 100	35		
No response	7		

Meetings:

Regular weekly meetings	94
Regular semi-monthly meetings	39
Regular monthly meetings	26
Irregular schedule of meetings or no meetings	75
Other schedule of meetings	20
No response	10

University of Minnesota Union Board of Governors
Meeting of November 4, 1958

Members Present:

Mimi Baasen, Dick Erickson, Cynthia Hooper, Pris Orme, Jane Quale, Hank Roberts, Gordon Starr, Dave Vangen, Sharon Goldman, Dick Johnson, Dick Mier, Bob Erickson, Dr. Snoke, Marie Wensel, Vernon Ausen, John Rachie

Members Absent:

Barbara Johnson, Dick Stanford, Dick Walter, Dr. Fenske, Dr. Kingsley

Others Present:

Don Finlayson, Barbara Bowman, Kay McCaffrey, Jerry Osier

The meeting was called to order at 4:30 in Room 346.

The minutes from the last meeting were approved.

Executive Committee Report:

- 1) Pris Orme announced that the Executive Committee meets every Friday at 3:30 in the Board Office, and anyone who wants to attend is welcome to do so.
- 2) It was decided that the Gopher Contract would be turned over to Dick Mier and the Public Relations Committee.
- 3) Those who will attend the Regional Conference at North Dakota are as follows:

Dave Vangen
Dick Stanford
Sheila Sullivan
Jim Hancock
Gordon Starr

- 4) Those attending the NSA Conference at Carleton College are:

Dick Johnson
Hank Roberts

Program Committee Report

- 1) Dick Johnson passed out rough draft copies of the Co-Sponsorship form. He reviewed this form and asked for any suggestions or criticisms. Dr. Snoke raised the question of whether this form need be approved. Don Finlayson stated that the original policy had already been approved, and that Board approval of this form is unnecessary. Concerning the discussion of the signature of the form, Dr. Snoke suggested that the specific committee's name be included on the form in addition to the Program Committee's name.

- 2) Dick Johnson reminded the members that the Event Reports are not being turned in.
- 3) Mimi Baasen was called on to give her Area Report. She reported that WMTB is working on three projects.
 - a. The request to change to FM.
 - b. To broadcast later hours in the evening.
 - c. To broadcast through the Union from 5:00-6:00 (semi-classical music) instead of Muzak.

The Talent Bureau has a new chairman who is doing very well.

The Creative Society had a membership drive and now have six new members. The Society is planning to do a Christmas program on WMTB.

- 4) Bob Erickson reported on the Outing Area. He stated that the Rovers are now in good shape, but still need one committee chairman.
- 5) The Ski Train is planning to go to Virginia, Minnesota. The attendance last year was 105, but this year they are planning for 300-400 persons. Mr. Starr stated that they have had as high as 1,000 people on the Ski Train.

- 2) The Ad Agency is working on a plan to publicize "Johnny Come Lately." The plan includes a series of ads to stress advance ticket sales.
- 3) A sheet showing the times that Jim Herring or another staff member will be available to take Board pictures will be posted in the Board office.
- 4) Don Finlayson stated that there was \$600 in the Brochure Kitty, and if you need brochures, you must talk to this committee.

Old Business

- 1) The news letter format is now going to be handled by the Ad Agency.

New Business

- 1) Don Finlayson reported that since the Advanced Seminar was scheduled during mid quarter, there were some students who could not attend. It is rescheduled for November 18 at 7:00 for both basic and advanced seminars. Committee members and chairmen can sign up in Board office.
- 2) Gordon Starr gave the bowling report for Dick Walter, House and Finance Chairman. This was the first time the bowling lanes were opened during the summer and it proved very successful. He reviewed the complete report. The automatic pin spotter was a help in the increase of bowling. Mr. Starr feels that as a college Union, we are especially interested in teaching beginners how to bowl. This is the best year we have had in bowling and indications show that we will exceed the figures this year. The report shows a lineage increase of 75 per cent, dollar volume increase of 34,091.80, and an increase of 57 days of operation. (copies of this report will be attached to the permanent files of the minutes.)
- 3) Mr. Starr thanked Dick Erickson for being host on Monday to Sir George and Lady Paton.

Announcements

- 1) It was decided not to have a meeting next week because of Veterans Day, however, the standing committees will still have their regular meetings. If anything important comes up, bring it to the Executive Committee. Plans for the next meeting held on November 18 at 4:30 in ROOM 346 with a DINNER at 6:00 should be made.
- 2) There is still an opening for the Regional Conference, and if you have time to go, please contact Dick Erickson.

The meeting was adjourned at 5:30.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS
AGENDA NOVEMBER 4, 1958

- I. Executive Committee Report- Pris Orme
- II. Program Committee Report- Dick Johnson
 - 1) Jazz for Moderns progress report
 - 2) Christmas Semi-Formal
 - 3) Co-Sponsorships
 - 4) Area Reports
 - 5) Event Reports
- III. Personnel Committee Report- Dick Stanford
 - 1) Two-Day Orientation
- IV. Public Relations Committee Report- Dick Mier
- V. House and Finance - Dick Walter
- VI. Old Business
- VII. Announcements
- IX. Adjournment

Nov 4, 1958 MO

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
MINNEAPOLIS 14, MINN.

BOWLING LANES - VOLUME OF BUSINESS
SPRING QUARTER COMPARISON FOR 1957 and 1958

	1957	1958	<u>Change from Previous Year</u>	
I. Lines Bowled (Totals):				
April	10,187	19,623	+	9,436 92.6%
May	7,757	13,991	+	6,234 80.3%
June	<u>1,264</u>	<u>5,086</u>	+	<u>3,822</u> 302.0%
Total:	19,208	38,700	+	19,492 101.4%
II. Lineage Breakdown:				
A Lines	36	0	-	36
Regular	10,828	27,497	+	16,669 153.0%
League	5,676	7,436	+	1,760 31.0%
Women's P.E. Classes	219	0	-	219
Men's P.E. Classes	2,216	2,920	+	704 31.7%
Dividends & Free Lines	233	70	-	163
Tournaments		<u>777</u>	+	<u>777</u>
Total:	19,208	38,700	+	19,492 101.4%
III. Dollar Volume:				
A. Bowling Fees				
April	\$ 3,665.66	7,444.85	+	3,779.19 103.0%
May	2,279.50	4,038.09	+	1,758.59 77.1%
June	<u>408.90</u>	<u>1,649.56</u>	+	<u>1,240.66</u> 303.4%
Total:	6,354.06	13,132.50	+	6,778.44 106.6%
B. Shoe Rentals				
April	\$ 253.50	450.06	+	196.56 78.4%
May	164.00	301.00	+	137.00 83.0%
June	<u>33.70</u>	<u>115.40</u>	+	<u>81.70</u> 242.4%
Total	451.20	866.46	+	415.26 92.0%
C. Merchandise Sales				
April	\$ 542.15	834.55	+	292.40 53.0%
May	520.90	803.95	+	283.05 54.3%
June	<u>121.87</u>	<u>293.75</u>	+	<u>171.88</u> 141.0%
Total	1,184.92	1,933.25	+	748.33 63.0%
D. Grand Total				
April	\$ 4,468.25	8,729.41	+	4,261.25 95.3%
May	2,969.09	5,143.04	+	2,170.95 73.1%
June	<u>564.25</u>	<u>2,055.71</u>	+	<u>1,491.36</u> 264.2%
Total	8,001.69	15,928.21	+	7,923.52 98.0%
IV. Number of Days In Operation				
	71	84	+	13 18.3%

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14, Minn.

Bowling Lanes - Volume of Business
Yearly Comparison for 1955-56, 1956-57 and 1957-58

	<u>1955/6</u>	<u>1956/7</u>	<u>1957/8</u>	<u>Change from Previous Year</u>	
I. Lines Bowled (Total)	74,788	105,452	184,602	+ 79,150	75%
II. Lineage Breakdown:					
A Lines	2,492	424	0	-	424
Regular	28,215	55,591	122,456	+ 66,865	120%
League	30,961	33,136	41,101	+ 7,965	24%
Women's P.E. Classes	6,602	7,255	7,307	+	25 .7%
Men's P.E. Classes	5,634	5,840	8,084	+ 2,244	38%
Dividends or free lines		2,221	680	-	1,541
University Highschool Class	884	985	1,255	+	270
Tournaments			2,341		
Special			1,378		
	74,788	105,452	184,602	+ 79,150	75%
III. Dollar Volume:					
Bowling Fees	\$ 23,831.74	33,470.02	62,509.18	+ 29,039.16	86.7%
Shoe Rentals	1,321.74	2,521.00	4,878.58	+ 2,357.58	93%
Merchandise Sales	3,461.77	4,445.98	8,020.89	+ 2,695.06	50%
Total:	\$ 29,246.04	41,316.85	75,408.65	+ 34,091.80	82%
IV. Number of Days in Operation	189	217	274	+ 57	26.3%

The dollar figures for 1957/8 are subject to minor year-end adjustments.

University of Minnesota
Coffman Memorial Union

November 4, 1958

Dear

Just a few personnel reminders for you:

1. It is imperative that your lists of active committee members and sub-chairmen be turned in by November 10 to Vonny Hagen, 231 Union. This is important!
2. Please check with Vonny about new applications for your committee twice weekly until your committee is filled. And please let us know when your committee becomes filled.
3. If your committee is looking for specific personnel in an area such as publicity, please notify us.
4. Check your box in Room 231 every day. Bulletins and notes are continually being left for your immediate reading and response.
5. Please record the regular meeting times of your committee in Room 231 on the schedule board.

Area Director

Richard Steinfeld
Personnel Committee
Chairman

UNION BOARD OF GOVERNORS

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 18, 1958

Members Present

Mimi Baasen, Dick Erickson, Cynthia Hooper, Pris Orme, Jane Quale, Hank Roberts, Dave Vangen, Sharon Goldman, Dick Johnson, Barbara Johnson, Dick Mier, Bob Erickson, Dick Stanford, Dick Walter, Marie Wensel, John Rachle, Gordon Starr, Vernon Ausen, Dr. Snoke, Dr. Kingsley

Members Absent

Dr. Fenske

Others Present:

Don Finlayson, Vonny Hagen, Jim Hancock, Ken Pankow, Barbara Bowman, Kay McCaffrey, Daily Representative

The meeting was called to order at 4:30 in Room 346.

The minutes from the last meeting were approved as presented.

Executive Committee Report

- 1) Pris Orme announced that the Executive Committee did not have a regular scheduled meeting because one of their members was attending the Region VII Conference.
- 2) The Executive Committee has recommended Dick Johnson as a Board member to the Sub-Committee on Recreation of the Student Committee on Senate Affairs. He is now in the process of being approved by the Student Committee on Senate Affairs.

Expansion and Development Report

Dave Vangen announced that most of the meeting last Thursday was spent on libraries. Vern Ausen is one of the representatives on the University Committee on Libraries and one of his suggestions was a combination study and bag lunch room.

Each member of the Expansion and Development Committee will be assigned to at least one other area. At the next meeting, the committee is going to discuss libraries and the Alumni Association. Wayne Anderson, President of the All-U Congress, is coming to talk on the study made by the All-University Congress on University student organizational needs.

The Expansion and Development Committee are now planning to meet weekly. The committee will take specific areas and make specific recommendations.

Program Committee Report

- 1) The Program Committee approved the co-sponsorship of a lecture and coffee hour in the Fine Arts Lounge at 3:30 on Thursday with the World Federalists Club.
- 2) Dick Erickson read a letter from Mr. James Lombard of the Department of Concerts and lectures concerning the Jazz Concert. He congratulated the Union Jazz Workshop Committee for its work in making the concert a success.
- 3) Barbara Johnson gave her Music Area Report. The Coffman Union Musicale is sponsoring a Negro Men's Chorus on Wednesday. The Doc Evans concert was a big success with a good crowd attending. The Committee is intending to improve campus relations by sending a letter to each college in Minnesota encouraging musical groups to come and play at the University. The Hi-Fi Listening Hours have been very successful and there has been considerable variety in their programs. Plans are being made for a Christmas Carousel on December 3, 4, and 5. The Committee chairmen have been meeting with the area directors weekly and there has been an exchange of many ideas. On Thursday, November 25, from 11:30-12:30, the Jazz Workshop will hold a program.

A preliminary report on Jazz for Moderns was as follows:

Tickets sold:	4,371
Proceeds:	\$11,530
Approximate Expenses:	\$3-9,000
Approximate Profit:	\$2,000

There will be a complete financial report in the future.

- 4) Jane Quale reported on the Social Skills Area. She reported that the American Foreign Student's Committee is doing a good job. The committee is sending a personal letter to various foreign students informing them of various programs taking place. Plans are being made for the movie, American in Paris, and a party following. The Toastmasters have been having Thursday night dessert meetings. A publicity stunt is being worked on to promote this committee. The Student Faculty Committee held a successful coffee hour yesterday with the Sociology Department with 150 persons attending. Charm is working on a Mademoiselle Style Show.
- 5) Dick Johnson announced that the Ad-Hoc Committee on Sunday programing will meet on Thursday at 2:30 in the Board Office. He asked the three area directors, Barb Johnson, John Rachie, and Jane Quale to attend. The members of this committee are as follows:

Dick Johnson, Chairman
Bob Erickson
Martin Snoke

Dick Stanford
Cindy Hooper
Don Finlayson

- 6) Dave Vangen reported that a budget has been set up for the Christmas Semi-Formal. Bob Leighton's seven piece orchestra will play for the formal. The name of the dance is Christmas Fantasia, and the Minneapolis Choraliers will perform during intermission. Bob Erickson stated that there will be eight days of ticket sales before the Christmas Semi-Formal on December 6. Bob asked the Board members to sign up to sell tickets during their free hours. Eight hundred tickets have been printed and it is hoped that at least 600 are sold. The price of the ticket is \$3.50 a couple. This price includes free parking for the first 100 cars in the CMU garage, free corsages, and free refreshments.
- 7) Sharon Goldman reported on the Mid-East Conference on Wednesday and Thursday, November 19-20. This conference is sponsored by UBOG, Center for International Relations, and the Department of Concerts and Lectures. Several expert speakers will be guests at the conference, one of which is Dr. John Badeau, President of the Near Eastern Foundation of New York City. The program is divided into a series of panel discussions and lectures. Sharon encouraged the Board members to attend all or at least some of these meetings.
- 8) Ken Pankow, Committee Chairman of the Ski Train, gave a progress report up to the present time. Last year the Ski Train went to Telmark, and the price of the ticket was \$17 (this included the towing charge). This year, the Ski Train Committee is considering three different areas:

Lookout Mountain, Virginia, Minnesota
Telmark
Sawtooth

As the committee is considering the possibility of taking a train this year, instead of bus, the price of the ticket would be $1\frac{1}{2}$ times the previous transportation cost. So far, publicity has included an ad in the Chronicle and one flyer. A plan is being worked on to link the Ski Train and Skier's Day together. Some of the ideas are to wear ski clothes to the classes on a certain day and also to have ski races on the Mall. Skier's Day is tentatively planned for the first Wednesday in the winter quarter. The next meeting of the Ski Train Committee is on Wednesday at 2:45 in Room B-4. This meeting is for anyone who wants to attend and any suggestions or questions will be helpful.

Personnel Committee Report

- 1) Dick Stanford reported that the Vikings Party was tentatively set for Friday, February 13. The Personnel Committee has set up a steering committee of Board members who are working as a general coordinator to help the Personnel Bureau on this party.

This steering committee is made up of:

Pris Orme, Chairman
Barb Johnson
John Rachie
Dick Mier
Bob Erickson

This committee will also be in charge of specific functions as the ceremony and ritual, costumes, and the evening program. The responsibility of this committee is to make this party a success and a tradition similar to that of the Beef Eaters of Wisconsin. The Historical Research Committee is compiling information that will be passed out at a later date. A suggestion was made to make up authentic shields. The cost of these shields will have to be investigated. The Personnel Committee will be in charge of invitations and decorations. Dick Mier brought up the fact that the tentative date conflicts with the Greek Week Progress parties. It was recommended that this matter be considered.

- 2) The privilege cards should be ready next week for final approval. These cards are for the fall quarter.

Motion K-1281

Dick Stanford moved that the criteria for these privilege cards would be a satisfactory merit report and attendance at at least two of the following three events:

1. VIP
2. Basic Leadership Seminar
3. Advanced Leadership Seminar

Seconded and defeated.

Discussion followed.

Some of the members felt that satisfactory merit reports were sufficient for privilege cards. Don Finlayson brought up the point that one seminar was for chairmen, and one was for committee members, therefore, they would not have attended both.

^{R-22}
Motion K-1282

It was moved that the criteria for these privilege cards would be satisfactory merit reports and attendance at at least one of the following three events:

1. VIP
2. Basic Leadership Seminar
3. Advanced Leadership Seminar

Seconded and carried.

- 3) A series of coffee hours have been planned for Tuesdays, from 3:30 to 4:30 in the Men's Lounge. The purpose of these coffee hours is for Union committee members to meet other Union committee members.
- 4) Committee Week recruiting is the first week in January. There will be ads in the Daily.
- 5) Dick Stanford submitted the following recommendations for committee chairmen:

Charles Mattison--Co-Rec Chairman
Pierre Meyer--Creative Arts Festival 1959

The above names were approved by the Board.

Public Relations Committee

- 1) The Public Relations Committee has prepared cards to be used by Board members and committee members in introducing programs and events.
- 2) Dick Mier stated that the Public Relations Committee has a new idea for suggestion boxes. That is, instead of just putting up a box and asking for suggestions they will put up a box and ask specific questions and have these questions answered and put in the box. This will be tried out in the Board office for Union personnel to see if it will work. If it is successful, it will be put open to the student body.
- 3) The book cover design has been completed and will be sent to the printer. This new book cover is more personalized and emphasizes the UBOG character. The News Letter is growing and their biggest problem is circulation. During the next quarter, each area will have a week in which to set up displays in the Main Lounge. The Public Relations Committee is working on the parking problem at the present time. Two hundred parking spaces are available behind CMU for the Board to purchase. If the students know that there are free parking spaces available, it will entice them to come to Union events earlier. The cost of these parking spaces would average about \$50 a program.

Directors Report

- 1) Mr. Starr stated that the Board has been hearing excellent area reports which are very informative to the other Board members.
- 2) Dick Erickson will have a copy of the Bulletin of the Association of College Unions and members are urged to read this.
- 3) In addition to the Expansion and Development Committee, an official University Building Committee will be working on expansion in the future.

Two students were named to this committee.

Jim Schimschock (Med School)
Terry Olofson (Former Union Board President)

R-23
Motion K-1283

It was moved to recommend Dick Erickson as a member of the Building Committee. He will be replacing Terry Olofson.

Seconded and carried.

Old Business

1) Dave Vangen reported on the Region VII Conference. He stated that a travel report will be sent to Vice-President Willey and copies will be available to the Board. The University of Minnesota volunteered to do the News Letter for the regional Unions. Dick Stanford suggested that the region be enlarged because Minnesota is the largest school in the region at the present time. If the region were enlarged, we would be able to receive ideas from other larger schools such as Wisconsin or Iowa. President Erickson stated that this suggestion will be brought up for more discussion at the next meeting.

2) Dick Mier asked about the marquee. Mr. Starr stated that plans were being made with Physical Plant.

The meeting was moved to Room 310 for dinner. The meeting reopened at 6:50.

3) Don Finlayson gave his report on the Region V Conference held at Western Michigan University where he and Hartley Koch presented the Leadership Kits. The Minnesota Leadership Plan was announced as the center of the conference. Several observations he made at the conference are as follows:

- a) Most of the Michigan schools do not sponsor dances themselves. They are all co-sponsored with campus organizations thus having free use of the ballroom and other services.
- b) Much emphasis is placed on impromptu afternoon jam sessions in the main lounges of the Unions.
- c) Most of the schools stress the living art idea. About eight objects of art are in sight in all areas.

Suggestions were given on the Leadership Kits at the conference and the kits will now be worked on for presentation at the annual conference in Miami this spring.

- 4) Don Finlayson passed out financial progress reports on the different areas in the Union for the fall quarter. (copies of this report will be attached to the permanent files of the minutes)

Next Business

- 1) It was suggested to have the annual Alumni Christmas party for board members. It is usually held the Sunday between New Years and Christmas during the afternoon in the Campus Club. It is a reception type affair.

R-24
Motion K-1284

Min: Baasen moved that we set aside \$75 from the Program Development Fund for a Christmas party for the Union Board Alumni members.

Seconded and carried.

Volunteers to serve on the committee for this party are as follows:

Fris Orms
Sharon Goldman
Mr. Starr

Announcements

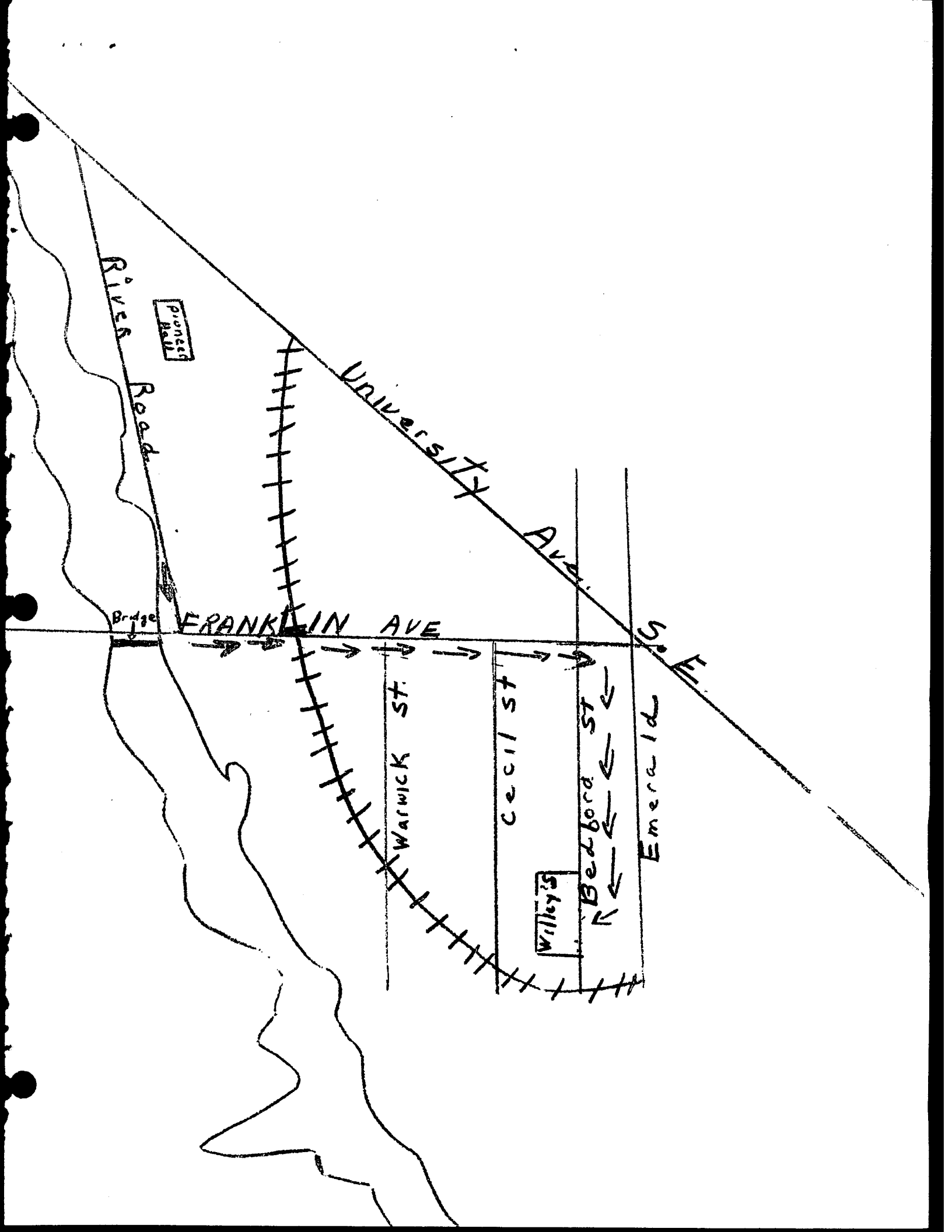
- 1) The meeting next week will be held at Vice-President Willey's home. A map showing directions will be attached to the minutes.

The meeting was adjourned at 7:15.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

11/20/58
bb



River Road

Pioneer Mill Pond

UNIVERSITY AVE

Bridge

FRANKLIN AVE

WARWICK ST.

CECIL ST.

BEDFORD ST.

EMERALD ST.

WILLEY'S

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT FALL QUARTER..November 18, 1958

AREA	AREA	1958--59 BUDGET	INCOME	EXPENSE	BALANCE November 14
DANCE AREA					
	Instruction	\$ 100.00	\$528.50	\$415.83	\$ 212.67
	Sat. Nite Dance	0	327.20	453.87	(-126.67)
	Variety Dance	0	352.05	240.94	111.11
	Square Dance	0	277.40	297.22	(-19.82)
FINE ARTS AREA					
	Fine Arts Lounge	500.00	0	39.25	460.75
	Focus	1000.00	0	349.27	650.73
	Art-Craft Studio	300.00	24.00	196.51	127.49
	Photo Comm.	200.00	0	0	200.00
GAMES AREA					
	Tournaments	925.00	3.75	44.20	647.30
	Demonst. & Instru.		0	48.00	
	Publicity		0	27.55	
	Big Ten Tournament		0	155.75	
	Sports Festival		0	5.95	
MUSIC AREA					
	Coffman Musicale	250.00	0	332.71*	(-82.71*)
	M-F Listen.	100.00	0	8.30	91.70
	Union Jazz Wksp	600.00	909.30	350.72	1158.58
	Christmas Sing	50.00	0	0	50.00
NOON PROGRAM					
	Noon Programs	870.56	0	194.42	676.14
OUTINGS AREA					
	Minnesota Rovers	800.00	3.30	176.53	626.77
	Co-Rec Activities	0	0	0	0
SOCIAL SKILLS AREA					
	Charm	450.00	41.00	667.73	(-176.73)
	Student-Faculty	400.00	0	132.07	267.93
	American-For. Stud.	200.00	0	99.09	100.91
	Toastmasters	150.00	0	35.05	114.95
	Graduate Students	200.00	0	7.50	192.50
TALENT DEVELOPMENT					
	Creative Society	300.00	0	8.86	291.14
	Creative Arts Fest.	700.00	0	0	700.00
	Talent Bureau	300.00	0	26.75	273.25
	WMMR	300.00	0	25.92	274.08
	Operation	0	1088.50	1357.03	(-268.53)

AREA	1958-59 BUDGET	INCOME	EXPENSE	BALANCE November 14
PROGRAM DEVELOPMENT				
Program Expansion	\$1900.00	0	0	\$1900.00
PUBLIC RELATIONS				
Ad Agency	300.00	0	32.86	267.14
Union Movie	1000.00	0	0	1000.00
Union Relations	1034.00	0	125.69	908.31
Gopher	400.00	0	0	400.00
Book Covers	400.00	0	200.75	199.25
Brochures	666.00	0	211.52	454.48
UNION BOARD ACTIVITIES				
Big Ten Convention	200.00	0	0	200.00
Christmas Cards	35.00	0	0	35.00
Christmas Dec. Party	50.00	0	0	50.00
Christmas Decorations	100.00	0	0	100.00
Board Activities	700.00	0	132.85	567.15
Merit Reception	750.00	0	0	750.00
Personnel	300.00	0	306.77	(06.77)
Open Houses	300.00	0	83.12	216.88
Welcome Week	800.00	0	695.51	104.49
Leadership Trainings				
Fall Retreat	250.00	153.00	403.13	(- .13)
Spring Retreat	200.00	0	0	200.00
Leadership Institute	550.00	10.00	463.85	96.15
CONTINGENCY FUND	400.00	0	51.51	348.49
SPECIAL EVENTS REVOLVING FUND				
Homecoming	0	6190.00	4144.64	2045.36
SUMMER SESSION EXPENSES				
Summer Program)	2118.50	612.90	2020.41	1210.99
Administration)	500.00			
Orientation	450.00	0	225.06	224.94
PROGRAM ADMINISTRATION				
Supplies	480.00	2.10	191.86	290.24
Telephone	475.00	0	101.35	373.65
Postage	150.00	0	111.68	38.32
Travel (staff)	500.00	0	6.50	493.50
Equipment	450.00	0	354.68	95.32
Misc. 2% overhead & physical plant	492.94	0	22.60	470.34
TOTALS	\$24647.00	\$10523.00	\$15883.36	\$19586.64

* \$236.00 incurred spring quarter '58.

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COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
AGENDA

November 25, 1958

- I. Executive Committee Report -- Pris Orme
 - 1) Agenda for Meeting of December 2
 - 2) Region Expansion

- II. Program Committee Report -- Dick Johnson
 - 1) Christmas Fantasia
 - 2) Christmas Sing
 - 3) Area Reports
 - 4) Sunday Programming Ad Hoc Committee Report

- III. Personnel Committee Report -- Dick Stanford
 - 1) Resignation and Openings - Committee Chairmen
 - 2) Merit Reports
 - 3) Approval of Privilege Card Program

- IV. Public Relations Report -- Dick Mier
 - 1) Proposed "Daily Insert"

- V. House and Finance Committee Report -- Dick Walter
 - 1) Budget (Incomes & Expenditures compared for
1956-57 and 1957-58)
 - 2) Requests
 - 3) Recommendations

- VI. Director's Report

- VII. Old Business
 - 1) Expansion and Development Committee -- Dave Vangen

- VIII. New Business

- IX. Announcements

- X. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 25, 1958

Members Present:

Mimi Baasen, Dick Erickson, Pris Orme, Jane Quale, Hank Roberts, Sharon Goldman, Dick Johnson, Barbara Johnson, Dick Mier, Bob Erickson, Dick Stanford, Dick Walter, Marie Wensel, John Rachle, Gordon Starr, Dr. Kingsley, Dr. Fenske.

Members Absent:

Cynthia Hooper, Dave Vangen, Vernon Ausen, Dr. Snoke

Others Present:

Don Finlayson, Kay McCaffrey

The meeting was called to order at 7:30 at Mr. Willey's home.

The minutes from the last meeting were approved as presented.

Executive Committee Report:

- 1) Pris Orme announced that the committee chairmen will be invited to attend the Board meeting on December 2 at 4:30 with dinner following at 6:30. Following dinner will be the Christmas Decorating Party for Board members, committee chairmen and staff. The Executive Committee will place notices in the Board boxes but area directors also have the responsibility of informing their committee chairmen. Each area director should report to President Erickson the number of committee chairmen who will be attending the meeting, dinner and party. At the Board meeting the committee chairmen will be requested to give a 2 to 3 minutes report on coming events for winter quarter.
- 2) The Executive Committee recommended to the Union Board that steps be made to expand the Region. This recommendation will go to the Committee set up at the recent Regional Conference in this regard.

^{R-25}
Motion K-1287

It was moved that the recommendation be made to expand the Region to possibly include Wisconsin and or Iowa.

Seconded and carried.

- 3) The Executive Committee is in the process of revising the ByLaws and members should let the Committee know of their suggestions.
- 4) The Committee recommended to the House and Finance Committee that they go over the house rules.
- 5) The Committee is working on some new type of installation for Board members.

Program Committee Report:

- 1) The Program Committee approved the co-sponsorship of a history exhibit in the Fine Arts Lounge with the History Department.
- 2) List of events for those with pass cards includes such functions as Sno Ball, Wednesday Night Dance, Variety Dance, Games Instruction.
- 3) Committee reports were given on the Christmas Fantasia to be held Saturday, December 6.
 - a) Decorations - Jane Quale reported that they are planning to use unusual colors, magenta, royal blue, and silver. They will be working on decorations with Christmas Sing which will be held December 3, 4, and 5.
 - b) Publicity - Barbara Johnson reported that all of the posters have been made and most of them have been posted. Jim Hancock is handling the ads and an ad will be placed on the back page of the Ivory Tower next Monday. Arrangements have been made for a mobile PA on December 5, and five announcements a day for five days on WMMR. Don Finlayson stressed publicity in the dormitories and a suggestion was made to publicize by means of table decorations.
 - c) Refreshments - Punch, cookies and fruit cake will be served.
 - d) Tickets - Bob Erickson reported that ticket sales will begin Monday.
 - e) Special Effects - Several samples for the corsages were passed around to the members for suggestions.
- 4) A complete schedule of the program for Christmas Sing was passed out. (Copies of this schedule will be attached to the permanent files of the minutes.)
- 5) Area Reports:
 - a) Hank Roberts reported that the Dance Area is coming along fine. There were 500 people at the last Saturday night dance and Variety Dance and Dance Instruction are ahead of last year in attendance.
 - b) John Rachie reported on the Games Area. Plans for spring Tournaments are being made now and an attempt is being made to sign Willie Mosconi, World Pocket Billiard Expert, for instruction. Tournament attendance has been ahead of last year. Dick Stanford passed on to the Board members an idea that was presented at the Region Conference, that is, a pyramid type schedule run in the paper showing the top bowlers. Challenges were set up by this schedule which stimulated interest in the Games Area.
- 6) The Sunday Programming Ad Hoc Committee is planning to ask other groups on campus for suggestions and a more complete report will be submitted later.

Personnel Committee Report:

- 1) Dick Stanford recommended Keith Hodgson as chairman of the Graduate Students Committee.

Motion K-1286

It was moved to approve this recommendation.

Seconded and carried.

- 2) Dick Stanford reported that the only committee now without a chairman is Creative Society but the chairmen of Focus and Public Relation will be resigning at the end of this quarter. He suggested that area directors talk over the chairmen's positions with them to reinspire and stimulate them.
- 3) The first Personnel Committee coffee hour was a moderate success. Two more coffee hours are planned this quarter and by that time all 33 Union committees including Special Events will have been included.
- 4) Merit reports must be submitted by December 5. Each area director will evaluate his committee chairmen and each sub-committee chairman his committee members. However, all evaluations will go through the area director for approval.
- 5) Dick Stanford submitted a list of events for the privilege card holders.

1959 Sno Ball
 Friday Night Dance
 Saturday Night Dance
 Wednesday Night Dance
 Square Dance
 Noon Programs
 Game Instruction
 Dance Instruction

~~R-26~~
 Motion K-1287

It was moved to adopt this list of programs for the privilege card holders.

Seconded.

Discussion followed.

~~R-27~~
 Motion K-1288

It was moved to amend Motion K-1286 by withdrawing Sno Ball from the list of events.

Motion was seconded and defeated.

~~R-28~~
 Motion K-1287

Carried as originally stated.

Public Relations Committee Report:

- 1) Dick Mier reported that the "Daily Insert" is in the planning stage. The Bureau hopes to have a page or two every week entitled "State of Union" with such columns as Potomac Fever, Will Jones. The biggest problems are need of funds and journalism students as the writers.
- 2) The Christmas cards will be out December 12.
- 3) The book cover design, which will go to the printer tomorrow, was passed around the room. The number printed, 10,000, will be less than last time, 15,000 with a better quality paper and a more attractive design. The cost will be \$20 more.
- 4) Dick Mier stressed that the committees should use the Bureau more for ideas and suggestions.
- 5) The UBOG introduction cards were passed out to the members.

House and Finance Committee Report:

- 1) Dick Walter passed out the Budget of Income and Expenditure compared for 1956-57 and 1957-58. (Copies of this report will be attached to the permanent files of the minutes.) He pointed out that total income is up this year. It was pointed out that ticket sales have dropped considerably and this is one area especially where the Union Board can strive to raise the income. The increase in the salary income was explained by Mr. Starr. The University staff is now on social security which has been increased as to benefits for the employees but it has also increased the costs. It was explained that this report is for overall Union expenses and not for individual Union committee expenses. Dick Walter explained that although the expense for the automatic pinsetters is much more than the expense for pinsetters the year before, the total income increase for the Bowling Lanes more than balances this difference.

President Erickson commented that he was glad to see the House and Finance Committee submit this complete report to the Union Board.

- 2) Dick Walter reviewed the House and Finance Committee Report which was passed out to the Board members. (Copies of this report will be attached to the permanent files of the minutes.) The House and Finance Committee recommended that the Foreign Student Council be assigned use of Room 203 beginning the winter quarter. At present the Union Board Committees meet in this room but it was pointed out that there were other available conference rooms as well as the room in back of the Board office. The Foreign Student Council would use this room as a lounge open at all times with attractive displays and as a meeting place for some 15-20 foreign student groups on campus.

^{R-29}
Motion ~~K-1289~~

It was moved to give the Foreign Student Council the use of Room 203 beginning winter quarter.

Seconded and carried.

- 3) The House and Finance Committee decided that the entire expense for the matchbook covers would be taken out of Billiard Operations.
- 4) Mr. Starr reported that he has met with Physical Plant on the installation of the marquee and they are working on it.
- 5) Mr. Starr submitted a request from the President's Office for the use of the Main Ballroom on January 14 for the Heart Hospital Dedication. The Union Board Wednesday Night Dance is scheduled for that night but could be held in another area of the Union. It was recommended that the House and Finance Committee work on this request with Program and Hank Roberts, Dance Area Chairman.
- 6) Mr. Starr felt credit should be given to the House and Finance Committee for their work on the numerous requests.
- 7) Dick Walter asked Board members to submit all requests to the Committee in written form.
- 8) The next meeting of the House and Finance Committee will be held Wednesday, November 26, at 3:30 in Mr. Starr's office.

Director's Report:

- 1) Mr. Willey awarded the Union Board pins to the three members of the Board--Dick Johnson, Bob Erickson, and Hank Roberts, who had not received theirs previously.
- 2) Mr. Willey told the members that although he is unable to attend the Board meetings, he does take a great deal of interest in the activities of the Board. He felt the way the meeting was conducted was impressive. He was very pleased that the Board decided to take in the Foreign Student Council and felt that in the case of the Main Ballroom change for the Dedication of the Heart Hospital, it was well to accommodate the larger interests of the University. Mr. Willey told the members that it was a great pleasure to have the Board meet at his home. President Erickson, in behalf of the Board, thanked Mr. and Mrs. Willey for the opportunity to hold a meeting in their home.

Old Business:

- 1) Suggestion was presented to formulate some type of committee to clarify to the students the position of Food Service in the Union. This action would fall under the present Union Liaison Committee, who will be contacted.

Announcements:

- 1) Board members were reminded to find out the number of committee chairmen who will be attending the next meeting and to let President Erickson know.
- 2) President Erickson emphasized the need to promote the Christmas Fantasia because in previous years the Board has had a loss on this dance.

The next meeting will be Tuesday, December 2, at 4:30 in Room 346 with a dinner at 6:30. Following this, the Christmas Decorating Party will be held.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

CHRISTMAS SING CONTINUITY
1958 December 3,4,5

Wednesda

WEDNESDAY DEC. 3

11:30 Phi Mu Alpha Brass Ensemble	12:30 St. Lawrence Children's Choir
11:40 Organ interlude	12:45 Organ and Santa
11:45 Phi Mu Alpha Chorus	12:50 Phi Mu Alpha Male Chorus
12:00 Organ interlude and Santa	1:05 Violinist
12:05 St. Lawrence Children's Choir	1:10 Phi Mu Alpha Brass Ensemble
12:20 Caroling led by Santa and organ.	

THURSDAY DEC. 4

12:30 University Girls' Glee Club
12:45 Quartette
12:55 Piano Soloist
1:00 Centennial-Pioneer Mens' Glee Club
1:15 Caroling led by Santa, organ, and possibly Glee Club

FRIDAY DEC. 5

11:30 Bethel Chorus	12:30 Richfield Band
11:45 SAE Quartette	12:45 SAE Quartette
11:50 Nurses' Chorus	12:50 Nurses' Chorus
12:00 Organ Interlude	1:00 Organ interlude, Santa
12:05 Richfield Band	1:05 Bethel Chorus
12:20 Carols with band	

Organist
Announcer

Marilyn Grinder
Ed Smith

Santa

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS

COFFMAN MEMORIAL UNION

Summary of Income & Expenditures
July 1, 1957 through June 30, 1958

Schedule I

	<u>1958</u>	<u>1957</u>	
<u>Income</u>			
Student Fees	\$323,076.30	\$311,617.75	
Rental Service	10,291.00	10,702.03	
Program	16,245.69	27,863.82	
Artcraft Studio	3,968.97	4,962.20	
Billiard Room	68,516.73	65,778.29	
Bowling Lanes	77,467.90	43,725.60	
Village Union	<u>15,436.44</u>	<u>20,628.54</u>	
Total	\$515,003.03		\$485,278.23
Rental from Barber Shop, Beauty Parlor, & Bookstore	<u>4,292.74</u>		<u>6,285.63</u>
Total Income	\$519,295.77		\$491,563.86
<u>Expense</u>			
Administration	78,873.55	53,336.88	
Program	64,130.98	71,126.28	
Maintenance	125,455.97	109,030.17	
Artcraft Studio	12,967.47	10,963.17	
Billiards	58,333.19	56,627.30	
Bowling Lanes	55,669.96	33,214.94	
Village Union	<u>27,349.35</u>	<u>31,274.26</u>	
Total	\$422,780.47		\$365,573.00
On Requisition	4,423.74		7,163.82
Debt Service - St. Paul Union	32,306.00		32,306.00
Main Lounge Renovation	-----		20,000.00
Pinspotters	-----		10,000.00
Capital Expenditures	-----		35,000.00
Camp Contingency	-----		5,000.00
Renovation	<u>59,785.56</u>		<u>16,521.04</u>
Total Expense	519,295.77		491,563.86

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS

COFFMAN MEMORIAL UNION

Summary of Income & Expenditures
July 1, 1957 through June 30, 1958

	1958	1957
	<u>Income: Fees, Rentals & Services</u>	
Student Fees	\$323,076.30	\$311,617.75
Rentals & Services:		
Main Ballroom	4,596.49	4,834.98
Comm. on Telephone & Teleg.	830.71	1,011.88
Public Address System	1,960.02	1,686.19
Men's Lounge	316.50	305.85
Women's Lounge	306.00	338.00
Checks & Services	1,461.93	1,685.98
Meeting Rooms	175.00	144.50
Dispensing Units	295.60	293.40
Miscellaneous	<u>348.75</u>	<u>401.25</u>
Total Rentals	<u>10,291.00</u>	<u>10,702.03</u>
Total Fees, Rentals, & Services	\$333,367.30	\$322,319.78
	<u>Program Budget</u>	
Ticket Sales	\$12,717.74	\$21,170.00
Fees - Dance Instruction etc.	1,785.70	4,128.80
Record Lending Library	2.50	117.20
Bicycle Rental		100.42
Miscellaneous	<u>103.75</u>	351.95
WMMR	<u>1,636.00</u>	<u>1,995.45</u>
Total Program	\$ 16,245.69	\$ 27,863.82
	<u>Artcraft Studio</u>	
Materials	\$ 3,085.79	\$ 4,176.99
Signs & Posters	<u>883.18</u>	<u>785.21</u>
	\$ 3,968.97	\$ 4,962.20
Total Carried Forward	\$353,581.96	\$355,145.80

Statement of Income
Schedule A Cont'd.

	<u>1958</u>	<u>1957</u>	
	<u>Billiard Room</u>		
Billiard Fees	\$ 15,943.29	\$ 14,586.47	
Billiard Mdse.	20,459.87	21,052.63	
Newsstand	<u>32,113.57</u>	<u>30,139.19</u>	
Total Billiard Room	\$ 68,516.73		\$ 65,778.29

	<u>Bowling Lanes</u>		
Shoe Rental	\$ 4,959.58	\$ 2,762.61	
Fees	63,646.32	34,817.73	
WPE & MPE	535.00	666.60	
Locker Rental	80.90	126.25	
Ads	240.00		
Bowling Merchandise	<u>8,006.10</u>	<u>5,352.41</u>	
Total Bowling	<u>77,467.90</u>		<u>43,725.60</u>
Total Bowling & Billiards	145,984.63		109,503.89
Balance Brought Forward	<u>353,581.96</u>		<u>355,145.80</u>
Total Coffman Memorial Union	499,566.59		464,649.69

VILLAGE UNION

Statement of Income
Schedule A Cont'd

Administration & Program

	<u>1958</u>		<u>1957</u>	
Sewing Machines	.50		20.35	
Commission on Telephone Program	25.71		29.18	
	2,138.53		2,345.01	
Miscellaneous	8.30		57.31	
Total Administration & Program		\$ 2,173.04		\$ 2,451.85

Fountain

Toys & Clothing	865.01		1,532.03	
Tobacco & Notions	2,711.36		4,281.15	
Fountains	8,578.02		10,473.43	
Magazines & Cards	730.33		1,290.71	
Vending Machines	170.90		102.72	
Refreshments	207.53		484.56	
Miscellaneous	.25		12.09	
Total Fountain		<u>13,263.40</u>		<u>18,176.69</u>
Total Village Union Income		15,436.44		20,628.54
Balance Brought Forward		<u>499,566.59</u>		<u>464,649.69</u>
Total C.M.U. & Village Unions		<u>\$515,003.03</u>		<u>\$485,278.23</u>

COFFMAN MEMORIAL UNION

Statement of Expense
Schedule B

General Administration

	<u>1958</u>		<u>1957</u>	
Salaries				
Regular	\$ 50,048.35		\$ 29,251.83	
Miscellaneous	<u>10,635.93</u>		<u>10,650.14</u>	
		\$ 60,684.28		\$ 39,901.97
Administration	2,190.76		1,301.90	
Telephone & Telegraph	886.98		784.28	
Audio-Visual	195.49		201.14	
Mimeo., Print, Photo & Posters	931.52		646.95	
Transportation & Parking	138.30		46.37	
Travel	688.60		584.48	
Furniture & Equipment	4,993.30		1,563.88	
Check Room	141.20		150.80	
Control Room	483.32		436.80	
Terrace Reading Room	329.90		293.93	
Misc. Admin. Expense	<u>7,209.90</u>		<u>7,424.38</u>	
		<u>18,189.27</u>		<u>13,434.91</u>
Total Administration		78,873.55		53,336.88

Statement of Expense
Schedule B Cont'd.

Program Expenses

	<u>1958</u>		<u>1957</u>	
Salaries				
Regular	\$ 21,658.77		\$ 18,294.00	
Miscellaneous	<u>6,869.03</u>		<u>4,842.11</u>	
		\$ 28,527.80		\$ 23,136.11
WMMR	2,771.25		5,053.42	
Admin. & Office Supplies	1,782.33		1,358.23	
Telephone & Telegraph	871.67		817.43	
Public Relations & Promotion	2,840.87		6,317.65	
Daily	2,928.05			
Audio-Visual	856.79		<u>885.60</u>	
Equipment	566.83		1,924.21	
Supplies	2,636.96		3,330.77	
Non-Reimbursed Travel & Transp.	1,709.32		2,001.34	
Reimbursed Travel & Transp.	1,787.66		2,362.04	
Orchestras & Entertainment	8,984.29		12,149.15	
Other Contracted Services	4,549.85		7,768.86	
Bicycles	60.75		27.54	
Refreshments	3,298.69		2,249.75	
Miscellaneous	42.13-		827.20	
Dividend Campus			<u>916.98</u>	
Total Program Expense		<u>35,603.18</u>		<u>47,990.17</u>
		64,130.98		71,126.28
Balance Brought Forward		<u>78,873.55</u>		<u>53,336.88</u>
Total Carried Forward		\$143,004.53		\$124,463.16

Statement of Expense
Schedule B Cont'd

Maintenance

Salaries				
Regular	\$56,858.38		\$52,580.20	
Miscellaneous	<u>9,027.62</u>		<u>8,014.25</u>	
		\$ 65,886.00		\$ 60,594.45
Custodial Supplies	3,189.89		2,125.75	
Telephone	51.30		53.69	
Linen	1,763.32		1,854.69	
Electricity	14,205.31		13,299.82	
Water	2,947.81		3,053.80	
Heat	6,844.05		5,197.09	
Bulbs & Equipment	1,035.33		1,649.02	
Miscellaneous	534.07		248.03	
Furniture & Equipment				
Repair	5,318.96		4,725.75	
Building & Fixture				
Repair	19,279.44		12,756.73	
Grounds	4,284.50		3,233.16	
Miscellaneous Repairs	<u>115.99</u>		<u>238.19</u>	
		<u>59,569.97</u>		<u>48,435.72</u>
		125,455.97		109,030.17

Artcraft Studio

Salaries				
Regular	6,643.59		4,001.10	
Miscellaneous	<u>2,279.29</u>		<u>2,814.33</u>	
		8,922.88		6,815.43
Laundry	50.42		69.12	
Repairs	334.67		155.85	
Tools & Supplies	344.26		308.39	
Lumber	1,434.69		1,686.90	
Poster Materials	607.82		856.70	
Photographic Supplies	454.76		354.92	
Other Supplies (Re-sale)	235.14		465.02	
Miscellaneous	<u>582.83</u>		<u>250.84</u>	
		<u>4,044.59</u>		<u>4,147.74</u>
Total Artcraft Studio		12,967.47		10,963.17
Total Maintenance		<u>125,455.97</u>		<u>109,030.17</u>
Maintenance & Artcraft Studio		138,423.44		119,993.34
Balance Brought Forward		<u>143,004.53</u>		<u>124,463.16</u>
Total Carried Forward		281,427.97		244,456.50

Statement of Expense
Schedule B Cont'd.

Billiard Room Administration

	1958	1957
Salaries		
Regular	\$ 7,829.61	\$ 6,437.58
Miscellaneous	<u>5,827.32</u>	<u>5,426.47</u>
	\$ 13,656.93	\$ 11,864.05
Supplies	329.78	1,125.28
Telephone	52.15	48.00
Laundry	83.37	73.21
Repairs	1,714.66	1,611.44
Miscellaneous	1,513.39	2,051.04
	<u>3,693.35</u>	<u>4,908.97</u>
	17,350.28	16,773.02

Billiard Room & Newsstand Merchandise

Candy	6,722.56	6,666.29
Tobacco	1,583.96	1,454.34
Cigarettes	26,495.11	25,703.53
Beverages	1,836.70	2,213.12
Newspapers	1,562.04	1,216.75
Ice Cream	1,723.97	2,122.84
Miscellaneous	<u>1,058.57</u>	<u>477.41</u>
Total Merchandise	<u>40,982.91</u>	<u>39,854.28</u>
Total Billiard Admin. & Mdse.	58,333.19	56,627.30
Balance Brought Forward	<u>281,427.97</u>	<u>244,456.50</u>
Total Carried Forward	339,761.16	301,083.80

STATEMENT OF EXPENSE
Schedule B Cont'd.

Bowling Lanes Administration

Salaries			\$ 8,744.88	
Regular	\$11,584.92		2,563.99	
Miscellaneous	8,281.89	(Pinsetter)	<u>12,145.19</u>	
A.M.F. Rental	<u>17,868.32</u>			23,454.06
		37,735.13		
Administration & Supplies	2,738.10		568.57	
Publicity & Promotion	978.21		309.05	
Linens & Telephone	823.54		368.79	
Equipment	5,437.01		3,196.50	
Repairs	1,796.22		1,035.06	
Electricity	107.38		---	
Maintenance Supplies	1,514.01		579.24	
Miscellaneous	<u>650.16</u>		<u>994.02</u>	
		<u>14,044.63</u>		<u>7,051.23</u>
Total Bowling Administration		51,779.76		30,505.29

Bowling Lanes Mdse.

Candy	494.02		361.59	
Cigarettes	1,069.47		760.14	
Beverages	498.60		372.48	
Ice Cream	1,505.50		889.79	
Miscellaneous	<u>322.61</u>		<u>325.65</u>	
Total Mdse.		<u>3,890.20</u>		<u>2,709.65</u>
Total Department		55,669.96		33,214.94
Total Brought Forward		<u>339,761.16</u>		<u>301,083.80</u>
Total Coffman Memorial Union		395,131.12		334,298.74

VILLAGE UNION

Statement of Expense
Schedule B

Administration, Program, & Maintenance

Salaries			
Regular	\$ 2,854.30		\$ 2,124.00
Miscellaneous	<u>3,925.85</u>		<u>3,854.40</u>
		6,780.15	5,978.40
Program	2,550.58		2,206.90
Maintenance Supplies	267.35		258.55
Repairs & Equipment	704.27		938.85
Electricity	879.46		1,023.58
Fuel	1,051.11		1,006.76
Water	111.70		94.10
Administrative Supplies	305.51		583.22
Telephone & Insurance	<u>556.41</u>		<u>518.60</u>
		<u>6,426.39</u>	<u>6,631.06</u>
Total Admin., Prog., & Maint.		13,206.54	12,609.46

Fountain

Salaries - Miscellaneous	3,424.56		3,257.80
Fountain Food & Supplies			
Milk	196.79		234.91
Beverages	668.00		820.14
Candy	415.13		475.05
Ice Cream	3,186.53		3,563.35
Tobacco	1,982.72		2,087.99
Meat	534.14		552.46
Miscellaneous Supplies	774.36		831.34
Other Foods	1,314.01		1,407.74
Miscellaneous	386.92		401.52
Toys & Notions	479.78		3,690.63
Books, Magazines & Cards	700.41		1,168.78
Repairs	<u>79.46</u>		<u>173.09</u>
Total Fountain		<u>14,142.81</u>	<u>18,664.80</u>
Total Village Admin. & Fountain		27,349.35	31,274.26
Balance Brought Forward		<u>395,431.12</u>	<u>334,298.74</u>
Total Coffman Memorial Union & Village		422,780.47	365,573.00

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
House and Finance Committee Report
November 19, 1958

I. REQUESTS

A. Jim Littman--Public Relations Newsletter. Requests:

\$72.00 for 12 issues mimeographed
\$50.00 for 2 special issues, Sno Ball and
\$28.00 for mimeo masters, pictures, etc.
\$150.00 Total

Final decision will be made at the end of fall quarter when the budget is balanced unless something can be worked out with Public Relations.

- B. Paul Pederson. Requests the answers to reoccurring questions to be posted near the Fine Arts Lounge suggestion box. Approved.
- C. Paul Pederson. Request for placement of suggestion box to receive applications for chairman of Creative Arts Festival. Disapproved. It is the feeling of this committee that the type of person desired will apply in the Personnel Office.
- D. Alpha Phi Omega Requests a temporary partition for Room 214-- purpose: To separate meeting room from business room. Approved.
- E. Bonn Clayton--Intercollegiate Commission. Requests use of Basement Conference Room for weekly meetings. Approved with the stipulation that if they should fail to meet without giving proper notification, the privilege will be cancelled.
- F. Hank Roberts--Dance Area. Requests:
1. Hooks for Main Ballroom and Lounges for decorating purposes.
 2. Ceiling wires on a pulley for decorating purposes.
 3. Mobile, for advertising events, to be located in the main lobby.

Action: The House and Finance Committee is in favor of these requests depending upon how the details can be worked out with Mr. Getchell. It is suggested that Mr. Getchell be contacted by the Dance Area.

- G. Tom Stephani--WMMR Requests that Starlight Serenade be allowed to be broadcasted over the Union Public Address System from 5:00 p.m. to 6:00 p.m. Approved, providing it is acceptable to Food Service and Cafeteria.
- H. Hartley Koch Request for posters on ticket booth since it is not in accordance with our current poster policy. Approved, as long as it does not mar structure or obstruct traffic.

II. RECOMMENDATIONS

A. After thorough investigation and survey of room use and consultation with the organizations concerned, it is recommended that the Foreign Student Council be assigned use of Room 203 beginning the winter quarter.

III. OTHER BUSINESS

A. Budget Fund for Matchbook Covers. It was decided that the entire expenditure be taken out of Billiard Operations. In the future, this item will be taken care of by an addition to the Public Relations budget.

B. Marquee. Report from Mr. Starr.

C. Christmas Decorating Party. The party is to be on Tuesday, December 2. The committee chairmen are invited to attend the Board meeting at 4:30, after which dinner will be served to all who are decorating. The decorating will begin after dinner.

Respectfully submitted,

Richard Walter, Chairman
House and Finance Committee

Committee members:

Pris Orme, Bob Erickson, Gordon Starr

11/24/58
bb

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
MINNEAPOLIS 14, MINN.

BOWLING LANES - VOLUME OF BUSINESS
SPRING QUARTER COMPARISON FOR 1957 and 1958

	1957	1958	<u>Change from Previous Year</u>	
I. Lines Bowled (Totals):				
April	10,187	19,623	+	9,436 92.6%
May	7,757	13,991	+	6,234 80.3%
June	<u>1,264</u>	<u>5,086</u>	+	<u>3,822</u> 302.0%
Total:	<u>19,208</u>	<u>38,700</u>	+	<u>19,492</u> 101.4%
II. Lineage Breakdown:				
A Lines	36	0	-	36
Regular	10,828	27,497	+	16,669 153.0%
League	5,676	7,436	+	1,760 31.0%
Women's P.E. Classes	219	0	-	219
Men's P.E. Classes	2,216	2,920	+	704 31.7%
Dividends & Free Lines	233	70	-	163
Tournaments		<u>777</u>	+	<u>777</u>
Total:	<u>19,208</u>	<u>38,700</u>	+	<u>19,492</u> 101.4%
III. Dollar Volume:				
A. Bowling Fees				
April	\$ 3,665.66	7,444.85	+	3,779.19 103.0%
May	2,279.50	4,038.09	+	1,758.59 77.1%
June	<u>408.90</u>	<u>1,649.56</u>	+	<u>1,240.66</u> 303.4%
Total:	<u>6,354.06</u>	<u>13,132.50</u>	+	<u>6,778.44</u> 106.6%
B. Shoe Rentals				
April	\$ 253.50	450.06	+	196.56 78.4%
May	164.00	301.00	+	137.00 83.0%
June	<u>33.70</u>	<u>115.40</u>	+	<u>81.70</u> 242.4%
Total	<u>451.20</u>	<u>866.46</u>	+	<u>415.26</u> 92.0%
C. Merchandise Sales				
April	\$ 542.15	834.55	+	292.40 53.0%
May	520.90	803.95	+	283.05 54.3%
June	<u>121.87</u>	<u>293.75</u>	+	<u>171.88</u> 141.0%
Total	<u>1,184.92</u>	<u>1,933.25</u>	+	<u>748.33</u> 63.0%
D. Grand Total				
April	\$ 4,468.25	8,729.41	+	4,261.25 95.3%
May	2,969.09	5,143.04	+	2,170.95 73.1%
June	<u>564.25</u>	<u>2,055.71</u>	+	<u>1,491.36</u> 264.2%
Total	<u>8,001.69</u>	<u>15,928.21</u>	+	<u>7,923.52</u> 98.0%
IV. Number of Days In Operation				
	71	84	+	13 18.3%

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Minneapolis 14, Minn.

Bowling Lanes - Volume of Business
Spring Quarter Comparison for 1957 and 1958

	<u>1957</u>	<u>1958</u>	<u>Change from Previous Year</u>	
I. Lines Bowled (Totals):				
April	10,187	19,623	+ 9,436	92.6%
May	7,757	13,991	+ 6,234	80.3%
June	<u>1,264</u>	<u>5,086</u>	+ 3,822	<u>302.0%</u>
Total:	19,208	38,700	+ 19,492	101.4%
II. Lineage Breakdown:				
A Lines	36	0	-	36
Regular	10,828	27,497	+ 16,669	153.0%
League	5,676	7,436	+ 1,760	31.0%
Women's P.E. Classes	219	0	-	219
Men's P.E. Classes	2,216	2,920	+ 704	31.7%
Dividends & Free Lines	233	70	-	163
Tournaments		<u>777</u>	+	<u>777</u>
Total	<u>19,208</u>	<u>38,700</u>	+ 19,492	<u>101.4%</u>
III. Dollar Volume:				
A. Bowling Fees				
April	\$ 3,665.66	7,444.85	+ 3,779.19	103.0%
May	2,279.50	4,038.09	+ 1,758.59	77.1%
June	408.90	<u>1,649.56</u>	+ 1,240.66	<u>303.4%</u>
Total	\$ <u>6,354.06</u>	<u>13,132.50</u>	+ 6,778.44	<u>106.6%</u>
B. Shoe Rentals				
April	\$ 253.50	450.06	+ 196.56	78.4%
May	164.00	301.00	+ 137.00	83.0%
June	33.70	<u>115.40</u>	+ 81.70	<u>242.4%</u>
Total	\$ <u>451.20</u>	<u>866.46</u>	+ 415.26	<u>92.0%</u>
C. Merchandise Sales				
April	\$ 542.15	834.55	+ 292.40	53.0%
May	520.90	803.95	+ 283.05	54.3%
June	121.87	<u>293.75</u>	+ 171.88	<u>141.0%</u>
Total	\$ <u>1,184.92</u>	<u>1,933.25</u>	+ 747.33	<u>63.0%</u>
D. Grand Total				
April	\$ 4,468.25	8,729.41	+ 4,261.25	95.3%
May	2,969.09	5,143.04	+ 2,170.95	73.1%
June	564.25	<u>2,055.71</u>	+ 1,491.36	<u>264.2%</u>
Total	\$ <u>8,001.69</u>	<u>15,928.21</u>	+ 7,923.52	<u>98.0%</u>
IV. Number of Days In Operation				
	71	84	+	13
				18.3%

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS

AGENDA

December 2, 1958

- I. Executive Committee Report — Dick Erickson
- II. Program Committee Report — Dick Johnson
 - 1) Christmas Fantasia
- III. Personnel Committee Report — Jane Quale
 - 1) Merit Reports
- IV. Public Relations Committee Report — Dick Mier
- V. House and Finance Committee Report — Dick Walter
 - 1) Use of UBOG Offices
- VI. Old Business
 - 1) Expansion and Development Committee Report — Dave Vangen
- VII. New Business
 - 1) Introduction of and short reports by Committee Chairmen
- VIII. Announcements
- IX. Adjourn to Dinner
- X. Decorating Party

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of December 3, 1958

Members Present

Mimi Baasen, Dick Erickson, Pris Orme, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, Dick Stanford, Dick Walter, Marie Wensel, John Rachie, Cynthia Hooper, Dave Vangen, Gordon Starr, Dr. Kingsley, Dr. Snoke

Members Absent

Sharon Goldman, Dick Johnson, Dick Mier, Dr. Fenske, Vernon Ausen

Others Present

Don Finlayson, Jerry Osier, Barbara Bowman, Linda Smiley, Bob Genung, Bob Kaufmann, Keith Hodgson, Mary Skewes, Ken Pankow, Camilla Martin, Ellen Fitzgerald, Johnny Vincent, Pierre Meyer, Ed Smith, Gary Grimm, Norman Tersteeg, Larry Walters, Paul Taylor, Martha Van Alstine, Diane Katz, Jim Litman, Jerry Hursh, Bob Stuebing

The meeting was called to order at 4:30 in Room 346.

Mr. Starr read the minutes from the last meeting. They were approved as presented.

Executive Committee Report

- 1) Dick Erickson read a letter of resignation from Marie Wensel, Alumni Representative, who is leaving for Germany this month and will be working with the U. S. Army.
- 2) Dick Erickson recommended that the Board not have a meeting next week. The next meeting will be the first Tuesday of the winter quarter.

^{R-30}
Motion K-1290

It was moved that the Executive Committee be authorized to act on behalf of the Union Board until the next Board meeting.

Seconded.

Discussion followed.

Mr. Starr stated that this authorization was already understood and was stated in the ByLaws.

The motion was withdrawn.

- 3) President Erickson welcomed the various committee chairmen to the Board meeting. He stated that this is the first time in history that the committee chairmen have met with the Union Board and feels that this will continue in the following years.

Program Committee Report

- 1) Dave Vangen called on the various chairmen of Christmas Fantasia to report on their areas. Bob Erickson reported that so far, only 45 tickets have been sold.
- 2) Cindy Hooper stated that there will be a Student-Faculty Coffee Hour co-sponsored with the Classics Club on December between 3:30 and 5:30. Cindy also reminded Board members that the Area Director's Quarterly Reports have been given out to some people and if you do not have yours, be sure to get them from Dick Johnson.
- 3) Bob Erickson submitted two Ski Train budgets for approval. The first budget presented, via train, was estimated at about \$6,070. The cost of the train transportation alone is \$3,200. If 400 tickets are sold at \$15 per ticket, the approximate income would be \$6,000. The second budget, via bus, was estimated at about \$3,960. The cost of the bus transportation alone is \$2,041. If 300 tickets are sold at \$13 per ticket, the approximate income would be \$3,900.

R-31
Motion K-1291

It was moved that the Board accept both budgets and determine at a future date which will be used.

Seconded.

Discussion followed.

The question was raised as to what will determine which budget should be used. Bob Erickson stated that there will be a coupon in the Daily advertising the Ski Train. The persons turning in this coupon are in favor of the train and will also receive a \$1.00 reduction in cost of the ticket. Don Finlayson reminded the members that the price of the ticket does not include the towing charge and the meals on Sunday.

The motion was passed.

- 4) Don Finlayson reported that the University allows the Union Board of Governors the "privilege" of utilizing a petty cash fund under \$10 for emergency purposes. All purchases to be charged by the committee chairmen must have prior approval of their consultant. If approved, they will be reimbursed. These requests must go through the program office for program needs. Mr. Starr added that a number of years back, we did not have a petty cash fund and we should use it wisely in order to keep this fund in tact.

Personnel Committee Report

- 1) Dick Stanford reminded the Board members that merit reports are due now and have to be turned in by December 5th. The area directors evaluate their chairmen, the chairmen evaluate the sub-chairmen, and the sub-chairmen evaluate the committee members.

House and Finance Committee Report

- 1) Dick Erickson gave the House and Finance Committee Report for Dick Walter. President Erickson reported that Room 231 and the room directly behind it are being misused. There are several purposes for these two rooms, one of which is the office of Vonny Hagen. When people are talking and studying in this room, it is hard for her to do her work. The House and Finance Committee have set up the following rules for the use of these rooms:

1. There will be no studying allowed in either Room 231 or the room behind it.
2. There will be no eating of lunches in the front office.
3. Do not use these offices as a "hangout." Even though the back office is set up as a committee room, it can be used for talking to your friends, but there should be no loitering in the front office.

The question was raised as to the use of Room 227. This room is to be used only by Union Board personnel and not by committee chairmen unless there is an emergency.

Old Business

- 1) Dave Vangen gave a report on the Expansion and Development Committee. He reported that the committee did not have a meeting last week but at the previous meeting, there was a report on the library. Specific recommendations were made but are going to be reconsidered and re-evaluated at the end of the report. There was discussion of the possibility of study and bag lunch rooms sponsored by the Union that would be decentralized throughout the campus. These rooms would be available for evening programs and conferences. There was a general discussion on student organization needs and the Matt Stark report. The committee is going to personally interview all student organizations and evaluate the information received. Mr. Paul Bloland will be at the next meeting and will talk on a study that the Student Activities Bureau has made.
- 2) Dick Stanford stated that a campaign to recruit new committee members by the first part of the year is under way.
- 3) Pris Orme reminded Board members of the Union Board of Governors' Reunion with old members on Sunday, December 27, from 3:00 to 5:00.

New Business:

Dick Stanford introduced his committee chairman, Linda Smiley, Personnel Bureau. Linda stated that the committee is working on promotion of the Union in the various dormitories by putting on different skits. This committee is also working on the Viking party. So far some history has been turned in but they are waiting for more.

Jane Quale introduced her chairman, Bob Gemung, American Foreign Student Committee. The American Foreign Student Committee is tentatively planning an international dinner for next quarter. They plan to have international dishes and the waitresses will be dressed in foreign costumes. The date of this dinner is tentatively set for February 27 in Coffman Union Main Ballroom. The committee is working on an international festival during the spring quarter. The recent movie and dance, American in Paris, was very successful.

Bob Kaufmann, chairman of Toastmasters, was introduced. Toastmasters are planning to expand their membership by advertising emcee work at the Wednesday night dances. Bob stated that Toastmasters chief competition lies in the dormitories. This committee is planning to bring in more spring programs.

Keith Hodgson of the Graduate Student Committee was the next chairman introduced. Keith stated that they are in the process of forming the committee and a basis for planning programs is being worked on.

Mary Skewes represented Charm at the meeting. Mary announced that Charm was sponsoring an Oriental Holiday on December 9 from 11:30 to 1:30 which is being covered by the Daily. Charm is also co-sponsoring a ski style show with the Ski Train during the first part of January. Tryouts for modeling will be held on December 10.

Bob Erickson introduced Ken Pankow of the Ski Train Committee. Ken reported that the Ski Train will be held on January 17-18 at Lookout Mountain in Virginia, Minnesota. A committee of four is taking a trip to Virginia this weekend and will report on the area. The Ski Train Committee is co-sponsoring a noon hour program with Charm on Wednesday, January 7. On this date a Skier's Day is planned. It is hoped everyone will wear ski clothes on this day. The admission for the noon hour program will be 10¢ or will be free to anyone in ski clothes. The program will include ski movies. The Ski Train is also co-sponsoring a Ski Dance with the Saturday Night Dance Committee on January 10. The committee is also inquiring about an ice sculpture for the Mall.

Cindy Hooper introduced Camilla Martin, Noon Programs. This committee has been planning a variety of different programs and would like to hear from other committees who would like to put on a program. Mr. Starr raised the question of whether or not this committee has considered other student groups or organizations in co-sponsorships. She stated they had but had also run into some difficulty with other groups. They are open to co-sponsor with other organizations and will continue to do so.

Mimi Baasen introduced Ellen Fitzgerald of the Talent Bureau. Ellen stated that four talent shows have been planned. The first one will be on January 28 and they will be scheduled about two weeks apart.

Johnny Vincent represented WMMR. Johnny reported that commercial sales have reached \$1,500 which is very good for the fall quarter. Their goal is \$10,000. WMMR has initiated announcer awards to be given to the best announcer for each quarter. Each Sunday morning at 9:45, WDGY has a program called "College Footnotes." About three weeks ago, this program covered the Union's activities with the help of Mr. Starr and Hartley Koch. WMMR is having a Christmas Party at 8:30 on Friday, December 5, at the Glenwood Chalet. Johnny invited the Union Board and committee members to attend.

Pierre Meyer of Creative Arts Festival was introduced. He reminded the committee chairman to pick a festival chairman so they can attend a meeting this Friday at 3:30 in Room 315 of Coffman Memorial Union. The Creative Arts Festival will be held from May 10-23.

Mimi Baasen reported on the Creative Society. (No regular committee chairman as yet) They are preparing a Christmas play to be heard on WMMR on Wednesday night at 8:30.

Barb Johnson introduced Ed Smith of Hi-Fi Listening Hour. Ed stated that the Hi-Fi Listening Hours have been very successful and they have been playing namely classical music. There has been an average of 550 people per noon hour.

Hank Roberts introduced Gary Grimm, Saturday Night Dance Committee. Gary reported that attendance has increased 50-100 per cent during the last two dances. They will hold a Valentine's Day dance on February 14. They are also tentatively planning a Mardi Gras dance on March 5.

Norman Tersteeg of Variety Dance Committee was introduced. Norman reported that they are changing their committee chairmanship every week to stimulate and hold interest. The committee has bought \$30 worth of new records. During intermission, Al Wiklund has been giving dance instructions. The last dance of this quarter will be featuring Tony Grise. The committee has been giving door prizes of lp record albums. The question was raised as to the percentage of outside students attending these dances. Norman stated that there is an average of about 150 girls from outside the University, but very few men from outside.

Larry Walters of Dance Instruction was introduced. Larry reported that the committee is having trouble getting girls to attend these instructions. Next quarter they are offering dance instructions only to boys but will still have dance hostesses. Larry reported on a survey taken on where people have heard about dance instruction. About 96 per cent of the students stated that they were informed about dance instruction through the Daily. Next quarter the committee is placing all emphasis on advertising in the Daily. The Dance Instruction Committee is holding a dance on Thursday in the junior ballroom of Coffman Memorial Union with a band and refreshments. This dance is free to all members of Dance Instruction. Hank Roberts commented on the fine job the dance areas are doing.

Paul Taylor, Games Festival Chairman, was introduced. Paul stated that the Games Festival will be held the third weekend in April and they are planning to have various bowling stars at this event.

Dave Vangen introduced Martha VanAlstine, Arts and Crafts. The Arts and Crafts Committee is planning a mosaic movie and lecture at which a University professor will be speaking. Next quarter they are planning to have a woodwork shop for girls.

Diane Katz, Fine Arts Lounge, was introduced. Diane reported that the History Artifacts that is being put on at the present time is very good and worth seeing. She announced that the Union will buy three works that they like the best from the Minnesota College Art Show when it is presented.

Bob Stuebing of Public Relations was introduced next. Bob urged the committee members to use the Public Relations Bureau more frequently. He felt that the committee members were not aware of all the services that the Public Relations Committee offer.

Jim Litman, News Letter, was introduced. Jim stated that one News Letter will cover the Sno Ball and one will cover the Creative Arts Festival. Jim stressed the importance of planning the events early so the News Letter can publicize them.

Jerry Hursh of the Ad Agency was introduced. Jerry stated that the relations between the Daily and the Union were not ideal. The Daily staff is willing to run a "What's happening in the Union?" column until unified advertising goes into effect. This column will occur about two or three times a week. Jerry stressed the fact that a two day deadline on all ads is in effect. All ads should be in on time. During the next quarter, the Ad Agency is planning to take a survey of the campus on what they know about and what they use in the Union. Jerry reported that the Ad Agency now has access to a camera and he feels that more pictures should be used in advertising. Mr. Starr raised the question as to whether or not outside agencies are placing ads through the agency. Jerry stated that the agency does work free for all student organizations.

2) Dick Erickson thanked the committee chairmen on behalf of the Union Board and staff for the excellent reports they had given. President Erickson commended Jerry Osier on the fine job he has been doing this year.

Announcements

1) Dick Stanford announced that there will be one more meeting of the Vikings inter-committee groups.

2) Diane Katz announced that there will be a poster contest every week for the best poster. There will be a \$5.00 prize given to the winner.

Jerry Hursh stated that the Ad Agency does not do posters. They should be taken to the Arts and Crafts Shop. Martha Van Alstine announced that a Christmas gift demonstration will be held in the Arts and Crafts Shop on Wednesday for bag lunchers.

3) President Erickson announced that dinner would be served in Room 305. The meeting was adjourned at 6:10. A Christmas Decorating Party followed the dinner.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

12/4/58
bb

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
Union Board of Governors
Agenda
January 6, 1959

- I. Happy New Year
- II. Executive Committee Report--Pris Orme
 - 1) Meredith Sommers approved for chairman of Focus
 - 2) Winter Quarter Schedules
- III. Directors Report--Mr. Starr
- IV. Program Committee Report--Dick Johnson
 - 1) Program Staff Evaluation--Don Finlayson
 - 2) Fall Quarter Attendance
 - 3) Program Budget--Dick Johnson
 - 4) Christmas Fantasia Report
 - 5) Ski Train--Ken Pankow
- V. Personnel Committee Report--Dick Stanford
- VI. Public Relations--Dick Mier
 - 1) Progress on Daily Insert
 - 2) Winter Quarter Book Covers
- VII. Old Business
- VIII. New Business
- IX. Announcements
 - 1) New Standing Committee Meeting Times
- X. Adjournment

1/6/59
bb

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of January 6, 1959

Members Present:

Mimi Baasen, Dick Erickson, Pris Orme, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, Dick Walter, John Rachie, Cynthia Hooper, Sharon Goldman, Dick Johnson, Dick Mier, Vernon Ausen, Dr. Snoke, Gordon Starr

Members Absent:

Dick Stanford, Dave Vangen, Dr. Kingsley, Dr. Fenske

Others Present:

Don Finlayson, Jim Hancock, Barbara Bowman, Daily Representative

The meeting was called to order at 4:30 in Room 346.

The minutes of the last meeting were approved as presented.

Executive Committee Report

- 1) Pris Orme announced that Meredith Sommers was approved as chairman of Focus by the Executive Committee.
- 2) Pris reminded Board members that if it is necessary to miss a Board meeting, the excuses have to be turned in before the meeting or it is considered an unexcused absence. Three or more unexcused absences will automatically relinquish their Board membership. Any Board member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his membership.
(BY-LAWS F-3, a and b)
- 3) President Erickson reported that he sent a letter to Wayne Anderson, President of All-U Congress, inviting him to come and sit in at a Union Board meeting. Dick read the answer to the letter from Wayne Anderson who stated that they are planning on sending a representative to one of the Board meetings and in turn, invited any of the Board members who wish, to attend the All-U Congress meetings.

Director's Report

- 1) Mr. Starr thanked both Board and committee members who sent Christmas cards to him and Mrs. Starr during the holidays.
- 2) Mr. Starr reported that the reunion for former Board members held in the Campus Club was a moderate success but recommended that in the future, we send a holiday newsletter rather than hold a reunion in the Union at this busy time of the year.
- 3) There have been complaints on the uncleanliness of the floors and other areas of the building. During the fall quarter, the custodial staff suffered two deaths and one vacancy, however, conditions should improve as replacements have been made.
- 4) Interviews have been held for the replacement of the Administrative Fellow at the Village Union as Dick Klune, present Ad Fellow, graduated this fall quarter and will be leaving January 15. Mr. Starr suggested that two things be done in the Village Union Area; (1) that the Union Board have a visitation and a Board meeting at the Village Union, and (2) that we have the representative to the Coffman Union Board give a report on the progress of the Village Union.
- 5) The Association of College Unions has invited Mr. Starr and Mr. Finlayson to present the leadership training program at the Association meeting to be held April 9 and 10 in Miami.
- 6) Another step toward the completion of the St. Paul Campus Student Center was the opening of bids for the bowling lanes and elevator.
- 7) The Expansion and Development Committee needs considerable more work than what is presently being given to it which is essential in long term planning.
- 8) Mr. Starr suggested that Board members prepare articles on outstanding programs for the Association of College Unions' Bulletin.
- 9) Evidence that the Student Union movement is growing was shown by pictures of the University of Hokkaido in Japan taken by Professor Engene, a member of the St. Paul Union Board.
- 10) Physical Plant has now completed the study on ventilation which is ready for review by the House and Finance Committee. Preliminary sketches have been made for the Union Fine Arts Lounge and are ready for review. Physical Plant is also working on suggestions for improvement in the Billiard Room.

- 11) Staff members were encouraged by the number of students who were here during vacation making plans for programs for winter and spring quarter. Advanced planning is one of the keys to successful programs.

Program Committee Report

- 1) Don Finlayson read over the Program Staff Evaluation report for the fall quarter. The report consisted of critical evaluations and various recommendations. There was a 34 per cent increase in attendance over the '57 fall quarter, which held the previous record for high attendance, and the number of programs jumped 22 per cent.
- 2) Dick Johnson passed out a fall quarter program attendance report. He also passed out the financial report for fall quarter and the budget revision as of January 1, 1959. (Copies of these reports will be attached to the minutes.)

Don Finlayson emphasized the importance of estimating expenses before the events take place. He also stated that when one program area is not using their funds and they are needed in another area, the funds can be re-allocated. It is very important that the areas do not go beyond their totals that are set up for the year.

- 3) Dick Erickson thanked Don and the Program Staff for the excellent evaluation reports and recommendations. He also stated that each area director should look into and think about the recommendations for their particular area.

R-32
Motion K-1292

It was moved that any allocation or reallocation of funds within the program budget by board approval must be included in the body of the minutes of the meeting when approved.

Seconded.

Discussion followed.

R-33
Motion K-1293

It was moved to amend Motion K-1292 as follows: Any allocation or reallocation of funds within the program budget must be included in the body of the minutes of the meeting.

Seconded.

Discussion followed.

~~and~~

Motion K-1293

Second and motion withdrawn.

Motion K-1292

Motion defeated.

It was decided to note in the minutes that any financial reports be attached to the minutes of the meeting when presented.

- 4) The total expenses of the Christmas Fantasia were \$823.01 with an income of \$671.00, a loss of \$152.00. The dance was a moderate success but there is considerable room for improvement in the future.
- 5) Bob Erickson gave a progress report on the Ski Train. The approximate income of the trip is \$8,180.00 and the approximate expenses total \$8,100.00. Six hundred persons are expected to participate in the Ski Train. Tickets will go on sale Wednesday, January 7, in the ticket booth. There are four different prices on tickets, and Union Board and staff members can go for \$5.00. There will be a special ticket booth in 229 for Union Board and staff members. The train will leave at 5:00 a.m. Saturday morning. All Board members should get there at 4:30 so they can assist with the handling of the group. The train will load on 18th Avenue S.E. instead of downtown. A smorgasboard and dance are included in the program. The Ski Train will arrive back in Minneapolis on Sunday at 11:00 p.m. Two trips have been made to the area and facilities look very good.

Mr. Starr commended Ken Pankow, Bob Erickson, Denny Larson, and Jim Hancock for the excellent job they have done in working out the details.

Public Relations Report

- 1) Dick Mier reported that the book covers are now out and will be distributed to the various bookstores on Wednesday.
- 2) The Daily Insert is being worked on but they have run up against a financial problem. The ad will cost \$2,000 a quarter. Plans are being made to try to sell the ad.

Old Business

- 1) Dick Mier raised the question on what stage the matchbook covers were in. They are being ordered at the present time.

R-34

Motion K-1294

It was moved that the Viking Party be turned into a special event.

Seconded.

R-35

Motion K-1295

It was moved to amend Motion K-1294 as follows: that the Viking Party be turned into a special event with the consultation of Dick Stanford.

Seconded and carried.

~~R-36~~
Motion K-1294

Carried

New Business

- 1) Dick Erickson reported on the Camp Committee. At the last meeting, recommendations were made, finances were discussed, etc. Last year the Union Board gave the University Camp Committee a gift of \$5,000 for finances and establishing the camp.

Announcements:

- 1) The chairmen of the standing committees should get together and arrange their meeting times and post them.

House and Finance--3:30 on Thursday
Program--1:30 on Tuesday

- 2) On January 20th, the Basic and Advanced Seminars will be offered.
- 3) On January 20, a dinner meeting will be held. A coffee hour will be held next week prior to the Board meeting.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

1/7/59

bb

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

PROGRAM STAFF EVALUATION, FALL QUARTER 1958

Congratulations are in order to the entire Union family! We suspected all through the quarter that we were experiencing our biggest Fall quarter in history, but now we can back up that suspicion with fact. 68,411 individuals clicked through your program turnstiles for a 19,183 or big 34% increase over the 1957 Fall quarter which held the previous record. Not only was attendance up, but the number of programs actually jumped 22%. While we are talking about a job well-done, we should mention the fact that this job was accomplished while spending \$7313.50 or 30% of the budgeted funds. A very LARGE quarter.

Just before we jump into what promises to be a record--setting Winter quarter, let's take a collective breath a scrutinize our efforts and perhaps come up with a few recommendations for future programming:

CRITICAL EVALUATION:

DANCE AREA-- An overall increase of 19% with Variety and Dance Instruction carrying the load. The girl problem in instruction seems to be coming close to solution, but Square dance is rapidly running into financial trouble tied in with an overly high percentage of off-campus people again. Saturday Nite Dance is financially poor and needs more overhauling.

FINE ARTS AREA-- 41% increase overall with Focus and the Lounge providing most of the increase. Focus has drifted into an academic program slightly and away from everyday living, while the Art Craft Instructional program had a rough season. The Artcraft Committee has programmed much better which is a step forward.

GAMES AREA--Although the figures show a 30% decline, more tournaments were held this quarter and participation was higher. The increase last year was due to two large spectator programs which were part of Centennial programming.

MUSIC AREA-- Without any question, the most improved area of the Board. Every committee went way out and man, like I mean an 81% increase. It was the most.

NOON PROGRAM AREA-- Up and away with a new high of 33,446 in attendance with an increase of 18% of those programs sponsored by the area itself. We are a little concerned with the fact that the bag lunchers because of their impolite behaviour have caused some quality performers to turn us down.

OUTINGS AREA-- More trips and more attendance, 43% worth, but really running on a wing and a prayer with leadership almost non-existent. Co-rec coming along under a new committee but still a long way to go.

SOCIAL SKILLS AREA-- Again more events and more audience and participants puts this area 43% to the good with Student-Faculty and Charm leading the way and American Foreign Students and Grads climbing slowly. Toastmasters took a dive despite the able efforts of the Chairman. Student-Faculty is in financial trouble after footing too many bills.

TALENT DEVELOPMENT AREA-- WMMR is doing more outside programming, the Talent Bureau is set to roll with a good list of talent, and the Creative Society has the Festival underway; all good moves, but program production is still light in the Bureau and the Society.

PUBLIC RELATIONS- The Ad Agency has purred along but limited itself to the obvious to date while the Bureau got off to a flying start and has been lately grounded by the promotion of the Chairman to greener pastures.

SPECIAL EVENTS-Generally up 15% over last year with several standouts, most notably the quality and quantity of Christmas Sing and the Semi-Formal which almost made it financially this year.

WE RECOMMEND

SATURDAY DANCE--Get out of the Main Ballroom and into the Junior Ballroom or lounges with a Sat Nite Club including floor show, waiters, atmosphere, etc.

SQUARE DANCE- Fewer and better; we are drifting into the old rut of fewer and fewer students. Need a lot more build-up and planning for fewer but better country dancing rather than strictly square dancing. Why Fridays? Another Night?

DANCE INSTRUCTION- Further the hostess idea, perhaps a pre-session orientation training program complete with the works for our dance hostesses.

FOCUS- Steer more into everyday programs of interest to a wider audience... sports, science, arts, etc. Perhaps try "Great Campus Issues" and even the "Last Lecture" series.

GAMES- More self-sustaining tournaments which run themselves in the games areas. What happened to instruction, particularly bridge. Let's have some finals of tournaments in the Noon Hour programming.

COFFMAN MUSICAL- Step out into the big time with some feature stars but somehow we also have missed providing opportunities for local talent (singles) and musical groups of small size to show off. Incidentally, this campus needs a "battle of the quartettes".

NOON PROGRAMS- More control over the crowd. Have we come to the point where we offer programs instead of just another place to eat lunch? We feel that we can now afford to step out and program these hours with more quality based on attendance fees when necessary but at least offering the artists proper respect.

OUTINGS- We buy the Erickson plan for Rovers but still want to see Co-Rec do something about an informal program of variety for the couples.

TOASTMASTERS- Should be dropped and incorporated into a larger "Stag" program (more on this later)

CHARM--Need strong leadership at the top. This is a monster of a committee and needs close supervision by the general chairman. She has not been willing to do this all the way up until now.

STUDENT FACULTY- Watch financial obligations beyond providing for food; if we pay for the works, we might as well run the whole show and be assured of good programming.

WMMR- Take out of the Talent Development Area and replace with a Radio Workshop Committee to actually produce program. Retain WMMR as a service of CMU in the Public Relations Committee.

TALENT BUREAU- Gear up for actual programming either as a Noon program or/and in conjunction with other committee programs. We need a regular monthly talent search program plus a regularly scheduled talent revue at noon.

AD AGENCY- Now that we have the ad program under control, move out into broader areas of promotion in keeping with the realistic ad agency approach. For instance, handle all special event publicity campaigns.

PUBLIC RELATIONS BUREAU- Select a limited series of responsibilities which can be handled efficiently, then go get them instead of trying to cover the whole waterfront. We have enough members now to assign individuals to each committee for help in promotion and general public relations. Important to recognize: this is a public relations unit, not a glorified publicity committee.

PERSONNEL BUREAU- Transfer all of the present members out of the bureau and place them; on the Vikings committee where they can satisfy their desire for programming, then start over again to select those who need and/or want experience in the unglamorous jobs of personnel which are vital to our programming.

ARTCRAFT COMMITTEE- Establish a permanent display case on first floor for a display of recent creations from the workshops.

SONG FESTS- Drop

THESE WE NEED

MARRIED STUDENT COMMITTEE- to plan specifically for the one out of four students who are married. Go all the way and plan for the husband or wife who doesn't go to school. For instance, student wives still cannot register for artcraft workshops. Remember, they usually do things together.

FOR MEN ONLY COMMITTEE- For all married and unmarried stags, a variety of programs with plenty of man-savvy. We do a good job with Charm but only a very limited Toastmaster program is supposed to satisfy the predominate male.

TOP CHAIRMEN- Backed two-deep preparing for chairmanship when their chairman moves to the Board. Personalize or individualize our personnel program on every level from President to lowly peon.

DF:aa
12/30/58

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT, FALL QUARTER . . . December 19, 1958

	1958-59 BUDGET	INCOME	EXPENSE	BALANCE Dec. 31, 1958
DANCE AREA				
Instruction	\$ 100.00	\$528.50	\$518.48	\$ 110.02
Sat. Nite Dance	0	571.02	697.44	(-126.42)
Variety Dance	0	497.10	543.58	(-46.48)
Square Dance	0	385.39	446.03	(-60.64)
FINE ARTS AREA				
Fine Arts Lounge	500.00	0	16.69	483.31
Focus	1000.00	0	340.94	659.06
Art-Craft Studio	300.00	58.50	224.42	134.08
Photo Com.	200.00	14.00	24.00	190.00
GAMES AREA				
Tournaments	925.00	47.40	227.27	616.38
Demon. & Inst.		0	0	
Publicity		0	124.45	
Big Ten Tourn.		0	0	
Sports Festival		0	4.30	
MUSIC AREA				
Coffman Musicale	250.00	0	108.37	141.63
Hi-Fi Listen.	100.00	0	15.68	84.32
Union Jazz Wksp.	600.00	959.30	464.70	1094.60
Christmas Sing	50.00	0	95.18	(-45.18)
NOON PROGRAM				
Noon Programs	870.56	0	276.65	593.91
OUTINGS AREA				
Minnesota Rovers	800.00	8.20	258.56	549.64
Co-Rec Activities	0	0	2.04	(-2.04)
SOCIAL SKILLS AREA				
Charm	450.00	284.75	601.63	133.12
Student-Faculty	400.00	0	219.97	180.03
American-For. Stud.	200.00	139.86	188.14	151.72
Toastmasters	150.00	0	43.55	106.45
Graduate Students	200.00	0	69.81	130.19
TALENT DEVELOPMENT				
Creative Society	300.00	0	39.05	260.95
Creative Arts Fest.	700.00	0	55.50	644.50
Talent Bureau	300.00	0	26.34	273.66
WMBR-Promotion	300.00	0	113.85	186.15
Operation	0	1112.47	1575.52	(-463.05)

AREA	1958-59 BUDGET	INCOME	EXPENSE	BALANCE Dec. 19
PROGRAM DEVELOPMENT				
Program Expansion	\$1900.00	\$ 0	\$ 243.75	\$1656.25
PUBLIC RELATIONS				
Ad Agency	300.00	0	36.01	263.99
Union Movie	1000.00	0	0	1000.00
Union Relations	1034.00	0	198.35	835.65
Gopher	400.00	0	447.50	(-47.50)
Book Covers	400.00	0	200.75	199.25
Brochures	666.00	0	226.52	439.48
UNION BOARD ACTIVITIES				
Big Ten Convention	200.00	0	0	200.00
Christmas Cards	35.00	0	61.38	(-26.38)
Christmas Dec. Party	50.00	0	5.30	44.70
Christmas Decorations	100.00	0	41.01	58.99
Board Activities	700.00	0	316.00	384.00
Merit Reception	750.00	0	0	750.00
Personnel	300.00	0	375.85	(-75.85)
Open Houses	300.00	0	83.72	216.88
Welcome Week	800.00	0	929.78	(-129.78)
Leadership Training	1000.00	193.00	821.29	371.71
Fall Retreat	(250.00)	(150.00)	(389.88)	
Spring Retreat	(200.00)			
Leadership Inst.	(550.00)	(43.00)	(431.41)	
CONTINGENCY FUND				
	400.00	0	0	400.00
SPECIAL EVENTS REVOLVING FUND C				
		6861.00	5032.73	1828.27
Homecoming	0	(6190.00)	(4197.50)	(1992.50)
Christmas Semi-Formal	0	(671.00)	(835.23)	(-164.23)
SUMMER SESSION EXPENSE				
Summer Program	2118.50	612.90	2020.41	1210.99
Administration	500.00			
Orientation	450.00	0	225.06	224.94
PROGRAM ADMINISTRATION				
Supplies	480.00	41.70	344.97	176.73
Telephone	475.00	0	181.08	293.92
Postage	150.00	113.72	160.68	103.04
Travel (Staff)	500.00	0	166.29	333.71
Equipment	450.00	0	211.82	238.18
Training Equipment	0	0	72.92	(-72.92)
Misc. 2% overhead & Physical Plant	492.94	0	17.60	475.34
TOTALS	\$24647.00	\$12428.81	\$19742.31	\$17333.50

COFFMAN MEMORIAL UNION BOARD OF GOVERNORS
AGENDA

January 13, 1959

- I. Executive Committee Report--Pris Orme
- II. Program Committee Report--Dick Johnson
 - 1) Sno Ball--Kay Jordan
 - 2) Rovers Reorganization
 - 3) Sunday Programing
 - 4) Area Reports
- III. Personnel Committee Report--Dick Stanford
 - 1) Privilege Cards
 - 2) Approval of Chairman
- IV. Public Relations--Dick Mier
 - 1) Russian Ballet Reception
 - 2) University Map
- V. Old Business
- VI. New Business
- VII. Announcements
- VIII. Adjournment

1/13/59
bb

UNIVERSITY OF MINNESOTA UNION LEAGUE OF GOVERNORS

Meeting of January 13, 1959

Members Present:

Mimi Baasen, Dick Erickson, Pris Orms, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, John Rachis, Cynthia Hooper, Sharon Goldman, Dick Johnson, Dick Stanford, Vernon Ausen, Gordon Starr

Members Absent:

Dick Walter, Dick Mier, Dave Vangen, Martin Snoke, Dr. Kingsley, Dr. Fenske

Others Present:

Don Finlayson, Gene Morstad (Daily Representative), Kay Jordan (Sno Ball Chairman), Tom Klepperich, Terry Johnson (Rover's Representatives), Barbara Bowman

The meeting was called to order at 4:45 in Room 346.

The minutes of the last meeting were approved as presented.

President Erickson introduced Gene Morstad of the Daily. Terry Johnson and Tom Klepperich of the Rovers were then introduced. Kay Jordan, Sno Ball Chairman, was also introduced.

Personnel Committee Report

- 1) A report and budget on the Sno Ball were presented by Kay Jordan, Chairman. Five committees have been named. They are:

publicity	entertainment
decorations	tickets
coronation	

The theme of the dance is Continental Holiday. Three rooms on the ground floor will be used for this dance. The North Star Room will be divided into two rooms. One part of the room will be decorated as Switzerland and the other as a German Beer Garden. The cafeteria will consist of various displays. The Main Ballroom will carry the theme of Great Britain. Various publicity stunts are being worked on. The committee is renting a befeater's costume and will use it as a sandwich board type of ad, ads in the Daily and Ivory Tower have been planned, a sound truck and various posters are also planned. There will also be a record of the Sno Ball song. There will be a judging of the queen candidates next Tuesday and the committee hopes to have 12 finalists. The queen will be crowned at the dance and will receive a \$160 wardrobe. Ticket sales started this week and will continue on through next week.

Next, Kay presented a proposed budget for the Sno Ball of approximately \$878.00. The main expenses are as follows:

\$330--Bands
158--Decorations
212--Publicity
25--Tickets
105--Coronation

R-36
Motion K-1296

It was moved to accept the Sno Ball Budget as presented.

Seconded and carried.

It is hoped that 1,000 people will attend the Sno Ball which will bring about a \$300 profit.

2) Bob Erickson passed out a structural reorganization plan for the Rovers which had been approved by the Program Committee. Bob stated that the Rovers Committee has not worked out as well as it had been hoped because of the basic concept of the Outings Committee. Bob feels that the Rover Committee should be separate from the Union with the replacement of the following three committees:

1. The Outing Events Committee
2. The Outing Equipment Rental Committee
3. The Outing Training Program Committee

Bob also feels that this Outings Area structure would result in:

1. Better outing opportunity for the student body.
2. Better use of the Union outdoor equipment by the rest of the student body as well as the Rovers.
3. Better opportunity for the Union to coordinate its outing efforts and equipment with the proposed University of Minnesota camp.

It was stated that if this structure was passed, the Union Outing Equipment Rental Service should be highly publicized so that people would know that equipment is available to all students. This would require the building of necessary storage and rental cages, hiring a student to maintain and rent this equipment, and placing the paid student under the close supervision of an assigned consultant. The charges for rental equipment should cover both depreciation and the wages of a student employee.

R-37
Motion K-1297

It was moved to accept this proposed Rover Reorganization Structure.

Seconded.

Discussion followed.

It was brought up that the proposed Rovers Club would have no affiliation with the Union but would be under Student Activities Bureau. The Union Board would, however, still maintain Union Outing events. It was felt by some of the Board members that the present equipment of the Rovers could be monopolized completely by the new Rovers Club if enough were interested. The Union Equipment Committee would try to build up their equipment. The question was raised as to whether or not a separate club would cause people to lose interest in Union Board activities. This was answered by the statement that the Rovers would have many small events. The Union would have two major events a quarter. Don Finlayson stated that by the present structure the Rovers are barely functioning and could do a better job if they have a new solution. Don feels that the Rovers would do well as a club because they would be running their own organization.

R-38
Motion K-1298

It was moved to table the motion until the next meeting.

Motion died because of lack of a second.

Mr. Starr suggested a possible survey on the past use of the outing equipment. Reference was made to the Hooper's Club at the University of Wisconsin in comparison to the proposed Rovers Club. Suggestions were made to keep the Rovers in the Union but make special exceptions for them. It was stated that because of lack of equipment, the Rovers Committee has had to turn away persons who wanted to go on certain trips. It was stated that as a committee of the Union, the Rovers would not be able to permit their alumni to assist in programming, etc.

A roll-call vote was taken on Motion K-1297

Mimi Baasen	Yes	John Rachie	Yes
Dick Erickson	Yes	Cynthia Hooper	Yes
Pris Orme	Yes	Sharon Goldman	Yes
Jane Quale	Yes	Dick Johnson	Yes
Hank Roberts	Yes	Dick Stanford	No
Barbara Johnson	Yes	Vernon Ausen	Yes
Bob Erickson	Yes		

The motion was passed.

- 3) Dick Johnson reported on the Sunday Programing. The committee has worked out a budget. They feel that it is necessary to hire three people; a hostess, a custodial worker, and someone to operate the Grill. There will be a Hi Fi Set installed at the information desk of the Union, free of charge, by the Ken-Craft Hi Fi Shop. The approximate wages for the three hired persons would be \$158 and approximately \$100 for publicity. The total approximate budget will then be \$258. Any profit made in the Grill will be turned over to Food Service. If approval of this budget and report is made, the Union would open this Sunday.

^{R-39}
Motion K-1299

It was moved to accept the Sunday Programing report and budget as presented.

Seconded.

Discussion followed.

It was stated that funds for the operation would come from Expansion and Development. Vern Ausen pointed out that for this quarter, the Union is reimbursing Food Service for any loss each week. If the program is conducted through the spring quarter, the Union will reimburse Food Service for the total loss this quarter. (It is quite possible that a profit could be made on this operation.) There was discussion regarding the public relations between the Union and the various religious foundations in connection with the scheduling of programs on this day and certain times. It was also stated that residence hall students would like to have the Food Service open on Sundays. The hours in the Grill will be from 1:00--5:00. The committee feels that this Sunday Programing should be tried for one quarter to see if it will work out.

Motion is passed.

Personnel Committee Report

^{R-40}
Motion K-1300

It was moved to approve Linda Whitney as chairman of the Public Relations Bureau.

Seconded and carried.

- 1) Dick Stanford reported that the Personnel Bureau has no chairman as yet but has some applicants. Also, the Creative Society--Literature Area has a vacancy.

- 2) Dick stated that the privilege cards are now ready for winter quarter.
- 3) The coke hours have not been very successful and Board members were reminded to encourage their committee members to attend these coke hours.
- 4) The Personnel Bureau is planning on investigating into the election of Board members.
- 5) The winter quarter campaign pushing chairman membership is now under way.

Public Relations Report

- 1) The Program Committee approved the co-sponsorship of the International Relations Club and the Public Relations Bureau for the reception for the Russian Ballet Dancers. Members were encouraged to attend this reception which should be very interesting. It will be held from 12:30-2:00 in the Terrace Reading Room. There was controversy regarding the publicity procedures of this event. It was suggested that the publicity procedures be looked into for all co-sponsorships.
- 2) Plans have been made for the printing of 3,000 maps of the campus. It will cost \$35 to have UBOG and a red arrow pointing to the Union printed on the maps.

Old Business

- 1) Dick Erickson reported on the University Camp. He stated that it was decided at the last meeting to send Dr. Morrill a letter recommending that he accept the land on the St. Croix River presently owned by the Northern States Power Company which has been offered to the University.

Announcements

- 1) It was announced that 426 tickets for the Ski Train have been sold up to date.
- 2) At 7:30 on Tuesday, January 20, the Basic and Advanced Leadership Seminars will be held in Rooms 315 and 320. Board members should publicize these seminars.
- 3) There will be a dinner meeting next week. The meeting will be in Room 346 with a dinner at 6:30. Everyone should attend one of the Leadership Seminars.

The meeting was adjourned at 6:30.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

University of Minnesota
Coffman Memorial Union

January 8, 1959

To: Expansion and Development Committee

From: Gordon L. Starr, Director Student Unions

Reason: Purpose of the "Union"

The constitutions of Coffman Memorial Union, the Student Center, and Village Union are in accord with the "Role of the College Union" as adopted at the Association Conference, April, 1956, which is as follows:

THE ROLE OF THE COLLEGE UNION

A statement of purpose, adopted by the Association general membership at the National Conference, April, 1956.

1. The Union is the community center of the college, for all the members of the college family—students, faculty, administration, alumni and guests. It is not just a building; it is also an organization and a program. Together they represent a well-considered plan for the community life of the college.
2. As the "living room" or the "hearthstone" of the college, the Union provides for the services, conveniences, and amenities the members of the college family need in their daily life on the campus and for getting to know and understand one another through informal association outside the classroom.
3. The Union is part of the educational program of the college.

As the center of college community life, it serves as a laboratory of citizenship, training students in social responsibility and for leadership in our democracy.

Through its various boards, committees, and staff, it provides a cultural, social, and recreational program, aiming to make free time activity a cooperative factor with study in education.

In all its processes it encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. Its goal is the development of persons as well as intellects.

4. The Union serves as a unifying force in the life of the college, cultivating enduring regard for and loyalty to the college.

The University of Minnesota has supported in principle this statement and the Department of Student Unions' objectives have been in accord with the above statement.

GLS:r

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
AGENDA

Meeting of January 20, 1959

- I. Executive Committee Report--Dick Erickson
 - 1) Schedule for remaining Winter Quarter
 - Jan. 27--Business Meeting
 - Feb. 3--Regular Meeting and Dinner
 - Feb. 10--Meeting at the Village Union
 - Feb. 17--Committee Chairman and Dinner
 - Feb. 24--Business Meeting at Mr. Starr's home, 7:00 p.m.
 - Mar. 3--Regular Meeting and Dinner
 - Mar. 10--Meeting if necessary
- II. Program Committee Report--Dick Johnson
 - 1) Sno Ball--Hank Roberts
 - 2) Creative Arts Festival--"Pierre"
 - 3) Ski Train Report--Bob Erickson
 - 4) Games Festival--John Rachie
 - 5) Sunday Programming--Dick Johnson
 - 6) Ice Show
 - 7) Area Reports
- III. Personnel Committee Report--Dick Stanford
 - 1) Chairmanship Approval
- IV. Public Relations--Dick Mier
- V. House and Finance--Dick Walter
- VI. Old Business
- VII. New Business
- VIII. Announcements
- IX. Adjourn to dinner
- X. Leadership Seminars

bb

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of January 20, 1959

Members Present:

Mimi Baasen, Dick Erickson, Pris Orme, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, John Rachie, Cynthia Hooper, Sharon Goldman, Dick Johnson, Dick Stanford, Dick Walter, Dick Mier, Dave Vangen, Vernon Ausen, Gordon Starr

Members Absent:

Dr. Martin Snoke, Dr. Kingsley, Dr. Fenske

Others Present:

Don Finlayson, Pierre Meyer, Gene Morstad, Bonn Clayton, Lois Eisenberg, Barbara Bowman

The meeting was called to order at 4:30 in Room 346.

Corrections to the minutes of the last meeting were made as follows:

The first item of business should have read Program Committee Report rather than Personnel Committee Report.

The American Foreign Student Committee should have been included in the co-sponsorship of the Russian Ballet Dancers.

The minutes stand approved as corrected.

Executive Committee Report

1) Dick Erickson announced the schedule for the winter quarter as follows:

Jan. 27--Business Meeting
Feb. 3--Regular Meeting and Dinner
Feb. 10--Meeting at the Village Union
Feb. 17--Committee Chairman and Dinner
Feb. 24--Business Meeting at Mr. Starr's home, 7:00 p.m.
Mar. 3--Regular Meeting and Dinner
Mar. 10--Meeting if necessary

2) President Erickson stated that there is an application open for the N.S.A. Regional Conference at Concordia College, Moorhead, Minnesota on February 13-15. The conference will hold a discussion on five major aspects:

1. Student Responsibilities
2. Student Awareness
3. Conference on Foreign Student Affairs
4. Fundamentals of Student Government
5. Leadership Development

If anyone is interested in this conference, let Dick know by Feb. 1.

Program Committee Report

- 1) Hank Roberts reported on the progress of the Sno Ball. Hank reported that ticket sales have not yet picked up as only 125 tickets have been sold to date. Advertisements and decorations are coming right along and the judging of the finalists for the queen took place on Tuesday, January 20. In order for the dance to make even a small profit, 1,000 tickets must be sold. Hank asked for suggestions on how to build up ticket sales. Dick Mier stated that the feature page in the Daily on Friday will include an ad on the Sno Ball which will cover about one third of the page. It was emphasized that more should be put into advertising.
- 2) Pierre Meyer reported on the progress of the Creative Arts Festival. The Creative Arts Festival is lacking only one chairman which is the position in Literature. Pierre named the committees which have not handed in a report as yet. They are as follows:

Creative Society	Graduate Students
Square Dance	Tournaments
Arts and Crafts	Instruction Demonstration
Charm	Public Relations
Games Publicity	Rovers
American Foreign Students	Newsletters
Variety Dance	Noon Programs

There will be a meeting on Friday, January 23 in Room 315 at 3:30 which will include the student representatives from the various departments. Also, at this meeting, the various coordinators will be introduced to the people with whom they will be working. There will be first a general over all meeting and second, a separate meeting with the coordinators. President Erickson reminded Board members of the tremendous responsibility that Pierre Meyer has as chairman of the Creative Arts Festival. This is the biggest event of the year and Pierre will need the help of all areas and committees.

- 3) Bob Erickson gave an approximate report on the Ski Train. Bob reported that there was a loss of about \$100, which included about \$53 loss on food sold on the train, \$8 on Board members' tickets, and \$13 on chaperones' tickets. Bob commended the chairman and sub-chairman for their tremendous job on the Ski Train. He also reported that another Ski Train is planned for about a month from now which will be for only one day. This trip will be on buses and will cost approximately \$8.
- 4) John Rachie reported on the Games Festival. John reported that letters were sent to 22 different colleges. The letter included application blanks for the various tournament areas. The Games Festival will need hosts and hostesses for the different tournaments. These people should know something about the various games. John, who is coordinating the Festival himself, commended Jim Hagle for the work he is doing on this event.

- 5) Dick Johnson reported on Sunday Programming. The programming started last Sunday with an attendance that was quite small. The Grill was open and had an attendance of about 35 persons with a profit of about \$9. Dick stated that there should be more extensive programming in order to get people to come to the Union on Sunday.
- 6) There was considerable discussion on the Ice Show. It was brought up that the cost of renting the rink has become quite a problem. Last year the cost of the rink was almost \$1,900, and this year it would cost about \$1,530. This price is above the expectations of the committee. Last year 1100 tickets were sold at \$1 per ticket.

^{R-41}
Motion K-1901

It was moved that the Board discontinue the Ice Show for 1959.

Seconded and carried.

- 7) Hank Roberts was called on to give his area report. He stated that the Dance Area is doing quite well and Dance Instruction had an attendance of 250 persons the first night. A button that the dance hostesses will wear at the dance instruction was shown by Don Finlayson. The Saturday Nite Dance has held two dances so far this quarter. The first one was not too successful but the second dance had an attendance of about 180-200. The Square Dance is not doing too well but Variety Dance has been coming along very well. Hank stated that his chairman is ineligible because of grades but the committee is very good and he has a good prospect for chairman in mind.

Next, Cindy Hooper reported on Noon Programs. She stated that the biggest problem last quarter was personnel but is quite good this quarter. Musicales and Jazz Workshop are putting on some programs. There still are, however, a few openings. Cindy stated that Noon Programs are a good way for the different areas to get publicity for themselves. Attendance has been good on the average but publicity could be better. Dick Erickson raised the question as to what is the respect of the audience towards the performers. Suggestions were given on how to cut down the noise at the Noon Programs. One suggestion was to charge a small admission, another was to cut out the lunches during the program, and another was to aim the programs at the different groups or types of people. It was suggested that the entertainment of the Noon Programs be changed to fit the atmosphere.

Board members were reminded to turn in the co-sponsorship applications sooner so they can be approved by the Program Committee.

Bonn Clayton, Chairman of the Intercollegiate Commission, and Lois Eisenberg, Vice-Chairman of the Intercollegiate Commission, were introduced.

Personnel Committee Report

- 1) Dick Stanford reported that of all the coffee hours held, the one on Tuesday, January 20, had the best attendance. He reminded Board members to publicize these coffee hours.
- 2) Dick also reported that the Personnel Committee has set up an Interview Pattern. If anyone would like to see this pattern, contact Vonny Hagen.

Motion ^{R-42} K-1302

It was moved to accept the following people for committee chairmanship.

- Julie Shaft-----Noon Programs
- Marna Nelson-----Noon Programs
- Kay Jordan-----Personnel Bureau
- Mary McCulla-----Creative Society

Seconded and carried.

The Personnel Committee does not have any openings at the present time and Dick thanked the area directors for sending people to personnel. Mr. Starr commended the Personnel Committee for the tremendous job they have done and for the marked improvement over the past years.

Public Relations Report

- 1) Dick Mier reported that the reception for the Russian Ballet Dancers was very successful.
- 2) Dick also reminded Board members about the display on the bulletin board and the main lounge for standing committees which will be put up on a Friday and will run for a week. The display for your own area will be on things you are doing, things you will do, and things you have done in the past.

House and Finance Report

- 1) Dick Walter reported that the matchbooks have been ordered.
- 2) Dick also reported that an architect is going to estimate for remodeling and the hanging of pictures in the art display area. Plans are being made for putting a coat rack in the Game Room.
- 3) Board members were reminded to tell their various committees that a request to House and Finance must come through the committee chairman or area director before it will be given any consideration.

New Business

- 1) Dave Vangen stated that the Expansion and Development Committee have been reviewing several reports on the various areas. The Committee is planning on showing the Board what they are doing and will take constructive criticism. The committee is trying to get proposals and recommendations from various ideas. Food Service and the Athletic Department are the two major departments that will be interviewed next. The committee is also waiting for a survey that Student Activities Bureau has made concerning student facilities. The Theater Department will be interviewed in the near future as well.

Announcements

- 1) President Erickson announced the dinner meeting at 6:30 in Room 355 and the Advanced and Basic Leadership Seminars at 7:30. The Program Staff started working on leadership kits. The ideas of promoting and teaching are included in the kits. Coffman Memorial Union started the leadership seminars which are now nation wide. Jim Hancock and Sheila Sullivan are presenting the basic seminar, and Vonny Hagen and Hart Koch are presenting the advanced seminar. Board members were reminded that attendance at one of these seminars is a requirement for a privilege card.
- 2) Mr. Starr announced that Dr. Snoke is taking a Navy tour and that Dr. Kingsley is ill which are the reasons they are not attending the meeting.
- 3) Sharon Goldman invited Board members to attend the presentation by Focus on hypnosis at 3:30 on Wednesday in the Men's Lounge.

The meeting was adjourned at 5:40.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:bb

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
Meeting of January 27, 1959

Members Present:

Mimi Baasen, Dick Erickson, Pris Orms, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, John Rachie, Cynthia Hooper, Sharon Goldman, Dick Johnson, Dick Stanford, Dave Vangen, Douglas Wolfangle, Vernon Ausen, Dr. Kingsley, Gordon Starr

Members Absent:

Dick Walter, Dick Mier, Dr. Snoké, Dr. Fenske

Others Present:

Don Finlayson, Gene Morstad, Jerry Hursh, Barbara Bowman

The meeting was called to order at 4:30 in Room 346.

The minutes from the last meeting were approved as presented.

Executive Committee Report

- 1) Dick Erickson introduced Douglas Wolfangle, the new Alumni Representative, to the Board. Mr. Wolfangle graduated in 1949 and is now working for Ellerbe and Company.

Program Committee Report

- 1) Hank Roberts gave a brief report on the Sno Ball. Hank stated that the expenses are not in as yet and he will have a complete report at next week's meeting. The dance was a success with over 800 persons attending compared to 350 last year. The decorations were also very good. There were many comments and suggestions about this event. One comment was on the large number of upper classmen that were attending the dance. It was suggested to have more of a follow up on the Sno queen and also that we keep in mind competitive events scheduled at the same time as Union events. Mr. Starr stated that the Department of Athletics and the Department of Concerts and Lectures set up a schedule a year in advance and we set up our major events the spring preceding the year's program. We register these events with Student Activities Bureau and if there is a conflict of major events, both groups are notified. It is almost impossible to clear a date for a campus this size. On the St. Paul Campus, the social calendar is located in the Union where individuals can see it. The same is true at Washington State.

It was also suggested that the Saturday Nite Dance theme be changed to Friday night and then have it as a mixer type dance rather than a date type dance.

Motion ^{R-43} ~~K-1303~~

It was moved that a vote of appreciation be given to Kay Jordan and the committee for the fine job they have done on the Sno Ball.

Seconded and carried.

- 2) Dick Johnson reported on three co-sponsorships. The first is a Greek style show co-sponsored by Sunday Programming and Greek Week. The stores contributing the fashions are Bishops and Al Johnsons. The second is a film on the swiss Attempt to climb Mount Everest, co-sponsored by the Pre-Med Club and Student-Faculty Committee. The Lutheran Student Association and Public Relations are co-sponsoring a coffee hour. Dr. Lund-Quist, a member of the Lutheran World Federation, will speak. His general topic will be world politics and the church.
- 3) Dick stated that he has received a form from the National Association of College Unions. They are printing a booklet called, "These Are Our Best." They want information from all the Unions as to the best program, best continuing event, and the best special event. There was a suggestion to name Creative Arts Festival as the best special event. For the best continuing event, four were named. They were:

WMMR
Advertising Agency

Jazz Workshop
Noon Programs

Motion ^{R-44} ~~K-1304~~

It was moved that Noon Programs be named as the choice for the best continuing event.

Seconded.

Discussion followed.

Motion K-1304 and second were withdrawn.

Mr. Starr pointed out that all of the information from the three Unions will be pooled together and returned to us which should be very beneficial.

Motion ^{R-45} ~~K-1305~~

It was moved to add as an appendix, the second, third, and fourth choices as possibilities for other Unions to use as programs.

Seconded.

Discussion followed.

Motion is defeated.

A ballot vote was taken on the best continuing event. Noon Programs was the final choice of the Board.

- 4) Dick Johnson suggested that we set up an Ad-Hoc committee to look into the relationship of WMMR and the Board. Their purpose would also be to make definite and concrete recommendations to the Board on how the situation can be cleared. Mr. Starr raised the question as to why this required another committee other than the Program Committee. Don Finlayson stated that the members of the Program Committee do not include all of the people who have the technical advice to work on such a problem. The Ad-Hoc committee will consist of the following:

Bob Erickson	Dick Erickson
Mimi Baasen	Dick Walter
Dick Johnson	Don Finlayson

Mr. Starr

(three representatives from WMMR)

- 5) A complete report on the Ski Train will be given at next week's meeting. Another Ski Train will take place on February 21 which will be for one day. This trip will be by bus and will probably take place at Hardscrabble.

Mr. Starr reported that there is very good interest in the pictures that Jim Herring took of the Ski Train which are posted on the bulletin board in the main corridor. On Wednesday, the Minneapolis Star and Tribune will print five color pictures of the Ski Train.

- 6) John Rachie was called on to give his area report. John reported that the Games Area is getting ready for the spring festival. On Thursday the Games Area is presenting the Noon Program which will consist of a demonstration between the top two table tennis players in the state. Jane Quale will award the trophies.

Tournaments are going on in all the areas. The Bowling Team won seven out of eight games at the Region VII tournament last weekend at North Dakota.

Next, Mimi Baasen gave her area report. She reported that the Creative Society will be presenting two plays in conjunction with the Theater Department. These will be evening productions in Room 320.

The Talent Bureau, headed by Ellen Fitzgerald, will present the Noon Program on Wednesday. This is the first of four programs put on by the Talent Bureau during the winter quarter. Mimi reported that sales for WMMR were quite high last quarter. A remote party is planned for Wednesday night at Comstock Hall. WMMR is also selling news scoops which go on the air about 700 times a week. A news scoop costs 10¢ for 10 seconds.

-4-

Personnel Committee Report

Motion ^{R-46}~~K-1306~~

It was moved to accept Dennis Larson as chairman of the Outing Events committee.

Seconded and carried.

Public Relations Report

- 1) Jerry Hursh presented the reorganization of the Ad Agency to the Board. Jerry reported that the new Ad Agency will consist of four major areas. They are:

Layout
Publicity
Operations
Art

These four areas will work together with the committee chairman in planning the publicity for an event. The time, size, and budget should be known. The Ad Agency will outline a package which will have to be approved by the committee chairman, if acceptable. The committee chairman will know exactly what he is getting when he signs the agreement. Jerry urges the committee chairmen to come down in advance to see how their ad is coming along. He also urged the use of photography in ads. Under this new structure, the Ad Agency is trying to get publicity to the various twin city areas, such as the neighborhood newspapers. Jerry feels that this new plan will give much better and more complete advertising if they are given enough time in which to do it. It was pointed out that under this new organization, it is very important to plan the events in advance.

- 2) It was reported that "State of the Union" will not run this week because of lack of funds.

Mr. Starr gave the business report which is attached to the minutes.

Old Business

- 1) Dick urged everyone to read the Association of College Unions Bulletin which he will place in the Board office with a check list on it. Please check your name off when you have read it. Mr. Starr will send his copy to the faculty members for routing. The Regional Procedures for Region VII will also be posted for Board members to look over.
- 2) Dick Johnson reported that this week's Sunday Programming was very successful. The Grill was about three fourths full during the entire afternoon.

Mr. Starr reported that the Musicians Union has agreed to help and assist the Union with cooperation programs on Sundays. They will share the cost with the Union.

Announcements

- 1) Barb Johnson announced that there will be a coffee hour with Chico Hamilton sponsored by Hi Fi Listening on Friday afternoon. On Monday, February 2, Coffman Musicale will present a coffee hour with their guest of honor, Andres Segovia.
- 2) There will be a regular meeting next week at 4:30 with a dinner at 6:00 in Room 310.

The meeting was adjourned at 6:00.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:bb

To: Union Board of Governors--Coffman Memorial Union

From: Gordon L. Starr

Subject: Business Meeting Report--January 27

1. The financial report for the first six months of this fiscal year should be ready for the next business meeting (February 24).
2. A special study is being made on the vending machines income and expense. This includes the candy, cigarettes, ice cream, and comb vendors.
3. Bids have been let for the bowling lanes and elevator for the new Student Center. The furnishings have not been selected as yet. Also, the bids for the automatic pinsetting equipment has not been let.
4. The Dedication Committee for the Student Center has recommended that the dedication be held in conjunction with the dedication of Bailey Hall, Territorial Hall, the new addition on Comstock Hall, and Commonwealth Terrace.
5. The Physical Plant architect is working on the plans for the Billiard Room, General Office, main corridor improvements. Preliminary sketches should be ready in the near future. A mock up model of the display area for the Fine Arts Lounge is being made. All of this work to be done on the first floor will be a major improvement and the over all plan will take time to develop.
6. There has been an improvement in the cleanliness of the building--particularly the floors. This is undoubtedly due to more custodial staff, time, and favorable weather.
7. Mr. William Chase has been appointed as administrative fellow and is presently making a comparative study of attendance for '57 and '58 of both Union programs and non Union events.
8. Your attention is being called to the Association Bulletin which is being circulated to all Board members. Please read and forward on.

bb

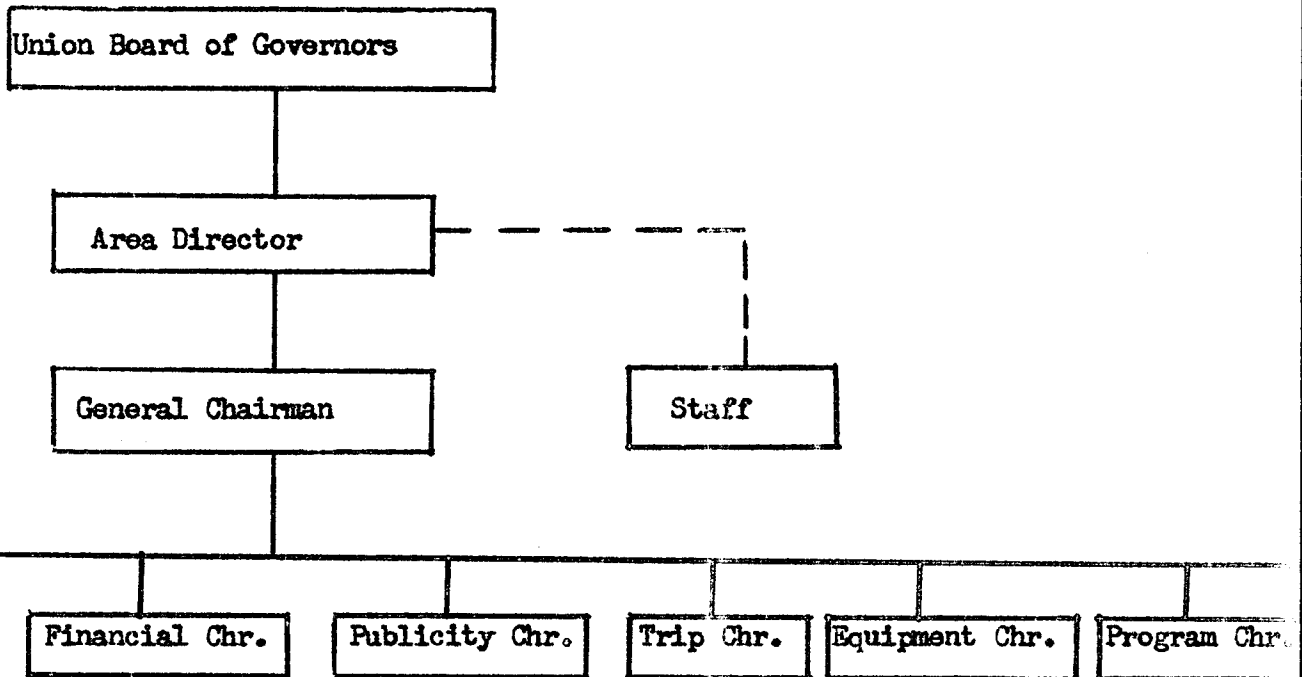
UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Outing Area Re - Organization

INTRODUCTION

At the present time, the Outings Area has two committees, the Rover Committee, and Co-Rec. The Rover Committee is operating with a budget of \$800 for this year, and in addition has sole possession of the outdoor equipment that is owned by Coffman Memorial Union. The Rover Committee was formerly operating as a club, and failed to carry out its original function of presenting outing events to the entire student body. At the beginning of Fall Quarter 1958, this club organization was removed and the present Rover Committee structure was put into effect.

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Rover Committee Organization Plan



The Problem

Despite its new committee structure, the Rover Committee has still failed to expand its program and include more students. I believe that the main reason for this failure lies in the concept of a Rover Committee. This committee consists of students who like to get together and plan trips for themselves. They like to go on small trips often. This is not compatible with the obligation of a Union committee. A committee must plan events farther in advance, publicize them much more to the entire campus, perform administrative duties, and justify a budget.

By transforming the former Rover Club into a Rover Committee and making it function as a committee of the Union, we removed the pride which their students had in being a part of an outings club and replaced it with the responsibility of presenting events to the entire student body as a committee.

The result is that the Rover Committee still has not provided the valuable service to the University that we had hoped it would, and the equipment that the union owns is not being used to the best advantage of the entire student body.

Recommendations

I believe that the Rover Committee should again become the Rover Club. This in itself is no new idea. The Rovers have wanted to function as an independent club before, but the resulting necessary loss of the Union's outdoor equipment has kept them from doing so.

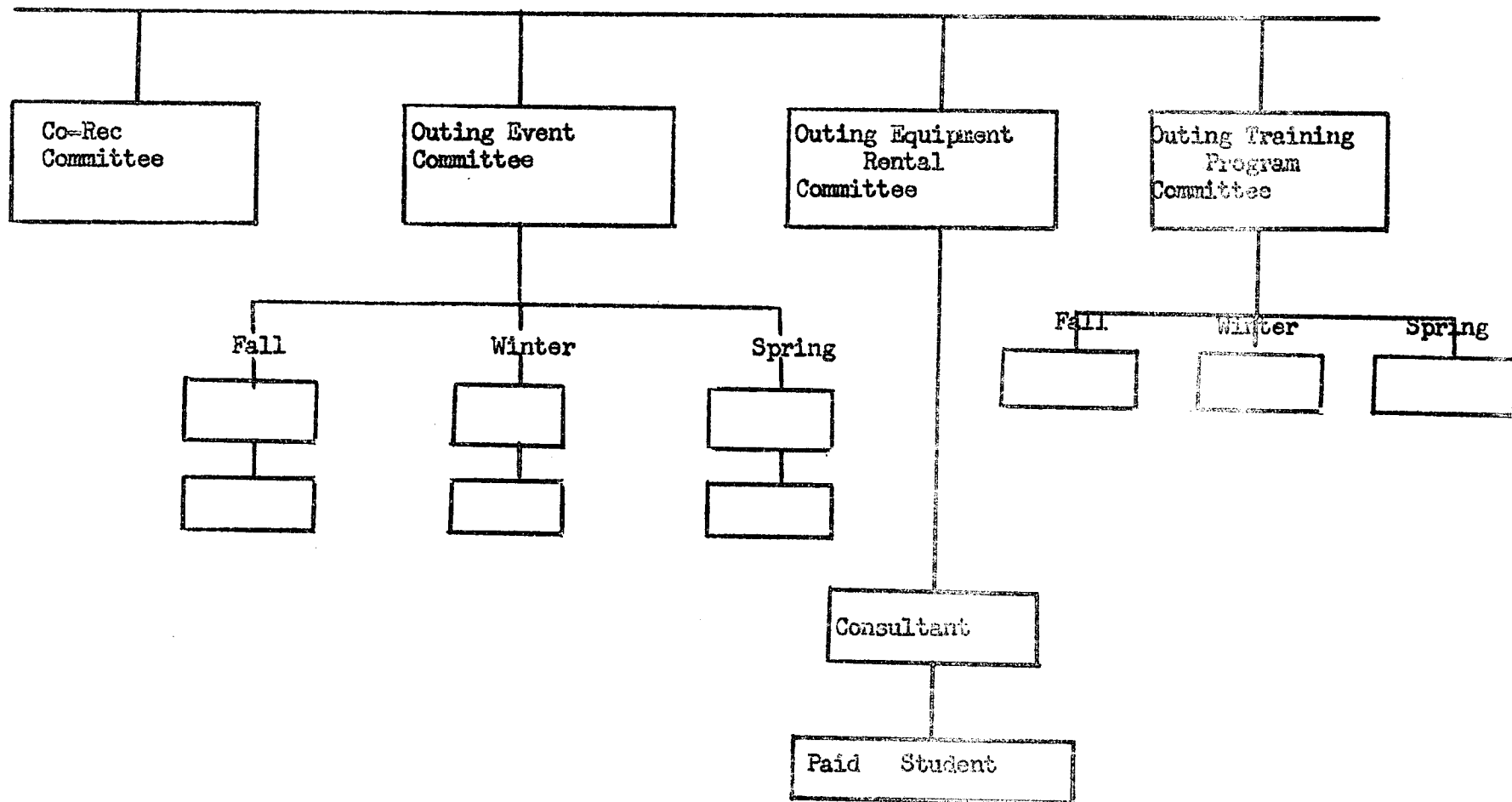
I believe that the following Outings Area structure would result in:

1. Better outing opportunity for the student body.
2. Better use of the Union outdoor equipment by the rest of the student body as well as the Rovers.
3. Better opportunity for the Union to coordinate its outing efforts and equipment with the proposed University of Minnesota Camp.

I recommend that the Rover Committee be replaced by the following three new committees:

1. The Outing Events Committee
2. The Outing Equipment Rental Committee
3. The Outing Training Program Committee

OUTINGS AREA



The Outing Event Committee

The Outing Event Committee should present two events each quarter. Each of their events should have a sub-chairman in charge of it, and a special committee. The reason for this is two-fold: 1) I believe that students will work harder and do a better job if they are working on one single event at a time which they can present, finish and look back on with pride. 2) With two bigger regular events per quarter instead of several smaller events, we can do a better job of publicizing these events and extend the benefits of the Union to more students.

A suggested schedule of events is: Fall - camping and bicycling; Winter - a camping-out ski trip and a ski-touring event; and, Spring - hiking and canoeing.

I have spoken to the Department of Recreation Leadership and there is a very good possibility that a recreation major can be assigned as committee chairman for this committee and receive credit for it. This student would be under the supervision of a consultant and would have to do a good job in order to receive his needed field work credits.

The Outing Equipment Rental Committee

I recommend that a cage be built across the end of the present Rover Office, and that all of the Union outdoor equipment be kept in this cage for rental to any student or group of students who want to use it. This Union Outing Equipment Rental Service should be highly publicized so that people know that it is now available to all students. This would require:

- 1) Building the necessary storage and rental cage.
- 2) Hiring a student to check equipment in and out at regularly scheduled hours, collect rental fees, and keep the equipment in repair.
- 3) Placing this paid student under the close supervision of an assigned consultant.

I believe that this method of handling the outdoor equipment is necessary because experience has shown that any student group which is susceptible to fluctuations in its effectiveness cannot be given the sole responsibility for the proper management of equipment that represents this great an investment.

The function of the outing equipment committee should be to find out what kinds of equipment the students would like us to make available to them, and recommend what future equipment should be added to what we now have.

Rentals on this equipment should be high enough to pay the cost of its handling and depreciation; therefore, instead of representing a continuous expenditure, the Union Outing Equipment Rental Service can be self-sufficient except for the additions of new equipment.

The Outing Training Program Committee

The Outing Training Program Committee should present at least one training program each quarter. Examples are: Fire Arm Safety-Instructions, climbing instructions, ski lessons, American Red Cross Basic Canoeing,

boating and sailing courses, water skiing safety instructions, and the American Camping Association Camp Craft Certification Courses. Reasonable fees could be charged for these instructions and qualified instructors hired. Besides providing a needed service to the University, this would introduce more new students to the Union, and prepare them to take better advantage of the Outing program which we can offer.

Robert Erickson

Robert Erickson
Outing Area Director

RE:aa

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS

AGENDA
February 3, 1959

- I. President's Report--Dick Erickson
 - 1) Constructive criticisms

- II. Program Committee Report--Dick Johnson
 - 1) Financial Report
 - 2) Sno Ball
 - 3) Ski Train
 - 4) Jazz Concert--April 9
 - 5) Day of Jazz--May 13 or 20
 - 6) Beaux Arts Ball--May 23

- III. Personnel Committee Report--Dick Stanford
 - 1) Chairmanship approvals

- IV. Public Relations Report--Dick Mier
 - 1) "State of the Union"

- V. Expansion and Development--Dave Vangen

- VI. Old Business

- VII. New Business

- VIII. Announcements

- IX. Dinner

In review, the Sno Ball Dance was a smashing success this year. All who attended thoroughly enjoyed themselves and wished to see this scale event continued in future years. The attendance figure of 832 more than doubled the 1958 figure of 375.

Financially, the event went slightly in the red with a loss of \$128.52. This can be attributed to two factors: One, the dance was planned on a scale for a large name band. Due to booking difficulties, a name band was not obtained and therefore the local band of Harry Blons was unable to draw the large attendance which would have met the planned expenses. Two, Daily advertising was increased to compensate for the use of the local band rather than a name band. However, this loss is inconsequential in comparison to the success of the dance.

Five factors contributed to the success of the dance. One, Kay Jordan did an excellent job as chairman and effectively organized her committee members. Two, the innovation of a queen contest and coronation was a smashing hit. The contest was of interest to the whole campus and drew in many students who wished to see their favorite contestant win. Three, the decorations were refreshing and imaginative. As one of the Board members noted; the use of names such as Germany, Great Britain, etc., were far more festive than the standard union room names. Four, the publicity was well planned and extensive. Five, the intermission entertainment was well thought out. The Adaire Steppers, Don Kohlan, The Lamplighters Quartet, and the Honor Guard all added the final touch to a wonderful program.

One suggestion for the next year's Sno Ball is that there be a follow-up on the queen and the coronation ceremonies.

In summary, the Sno Ball Dance was a tremendous success. It is the recommendation of the area director that the precedent of this year's Sno Ball be continued in future years.

FINANCIAL SUMMARY

<u>Expense</u>		<u>Income</u>	
Posters	45.89	Receipts	772.00
Band (Blons)	240.00	Food sales	42.55
Band (Foraker)	84.00	Misc (cup returns)	7.02
Costume rental	11.25	TOTAL INCOME	\$821.57
Crown	5.00		
Tickets	43.44	Deficit	128.52
Wardrobe	100.00		
Sleigh rental	5.00		
Cafeteria rental	15.00		
Daily ads	201.13		
Employees	46.00		
Station wagon	7.75		
Excelsior gardens	25.00		
Paint	35.95		
Fountain rental	15.00		
Truck/driver	29.67		
Car sound equip.	7.95		
supplies (misc.)	32.06		
TOTAL EXPENSE	\$950.09		

UNION BOARD AND COMMITTEE USE

APRIL 9, 1959 JAZZ CONCERT, NORTHRUP

Gene Krupa	\$1250
Jack Teagarden	1500
Gerry Mulligan	1500
Dizzy Gillespie	1500
Harry James	2000
Jane Morgan	1750
With James	3500
Perez Prado	1500
Cy Touff	750
Buddy Rich	2500
Sarah Vaughan w trio	2000
Sarah + Kai Winding + trio	3250
Chris Connor + Kai Winding	3000

MAY 13 OR 20 DAY OF JAZZ MAJOR ATTRACTION

George Shearing	2500
Lionel Hampton	2000 doubtful
Chico Hamilton	doubtful
Woody Herman	1250
Jimmy Dorsey by Lee Castle	1000
Hi Lo's	1500
Four Aces	1500
Sauter-Finegan	1500
Sarah Vaughan	1500
Kai Winding	1250
Buddy Rich	1500

MAY 23 BEAUX ARTS BALL

Duke Ellington	2500
Ralph Flanagan	1750
Wayne King	1750
Blue Barron	1250
Tex Beneke	1750
Guy Lombardo	3000
Jimmy Dorsey w Castle	1750
Sauter-Finegan	1750

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
Meeting of February 3, 1959

Members Present:

Mimi Baasen, Dick Erickson, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, John Rachle, Cynthia Hooper, Sharon Goldman, Dick Johnson, Dick Stanford, Dick Walter, Dick Mier, Douglas Wolfangle, Vernon Ausen, Dr. Kingsley, Dr. Snoke, Dr. Fenske, Gordon Starr

Members Absent:

Pris Orme, Dave Vangen

Others Present:

Don Finlayson, Gene Merstad, Vonny Hagen, Barbara Bowman

The meeting was called to order at 4:30 in Room 346.

The minutes of the last meeting were corrected to read:
A Greek Style Show co-sponsored by Greek Week
and Noon Programs, rather than Sunday Programming.

The minutes stand approved as corrected.

President's Report

Dick Erickson passed ut constructive criticisms to each Board member. He also read a list of comments which pertained to the Union Board in general.

Personnel Committee Report

- 1) Dick Stanford reported that the Personnel Committee is going to discontinue their coffee hours. Dick stated that the purpose of the coffee hours was for the members in various areas to meet other committee members, chairmen, and Union Board members. During the coffee hours, the committees tend to stay in their own groups rather than mix and show very little interest in these meetings. If Board members would like to see these coffee hours continued, drop Dick a note.
- 2) Dick reminded Board members to follow through on the people that applied for committees at the beginning of the school year. There are all types of files such as: people who are undecided, the Student Activities Bureau's list, the unused lists, etc.

Motion ^{R-47} K-197

It was moved to approve Judy McDonald, Freshman, as chairman of the American-Foreign Student Committee in the Social Skills Area and John Gregoire, Freshman, as the chairman for the Dance Instruction Committee. (These chairmanships were just vacated.)

Seconded and carried.

- 3) Dick also reminded Board members to keep in mind the committee members you would like for your chairmen during the spring quarter.

Program Committee Report

- 1) Dick Johnson passed out the financial report up to February 3, 1959, which included everything except Daily ads, general employment, and the p.a. system. (A copy of this report will be attached to the minutes.) Dick reminded Board members to pay close attention to their budget. The Program Committee approved an addition to the Fine Arts Lounge budget of \$300 which will come out of Program Expansion.
- 2) Hank Roberts submitted a written report on the Sno Ball. Hank reported that attendance was doubled compared to last year. This year 832 attended compared to 375 of last year. There was a deficit of about \$128.00 which was due to the extra publicity and the fact that a name band could not be obtained. Hank felt that Kay Jordan did an excellent job on the Sno Ball and organized it very well. He also stated that the decorations were very good and the queen contest stirred up a lot of interest. However, Hank suggested that next year there should be more of a follow up on the queen and coronation ceremonies. The intermission was also very good.
- 3) Bob Erickson gave the financial report on the Ski Train. There was a deficit of \$140.57 with about 475 persons attending this event. Bob felt that the Ski Train was a definite success. The Outing Events Committee has planned a one day ski trip to Hardscrabble on February 21. Bob presented a proposed budget of \$8 per person which would include transportation on the bus, the Saturday night dinner, a dance, and the tow ticket. This was based on 200 students attending. Bob stated that he was not going to accept this budget because Hardscrabble can only accommodate 125 persons for dinner. Bob raised the question as to whether or not the Board felt this trip should be made by bus or students driving their own cars. It was pointed out that a bus would be safer for a large number and also that there would be a more unified group if the trip was made on bus rather than by car. Bob also pointed out that if the cost of the tow ticket is excluded in the price of the ski ticket, the cost would be about \$5.50. It was suggested to sell the tow tickets on the buses on the way to Hardscrabble so the students would not have to wait in line. It was then assumed that Bob could go ahead and order the buses and exclude the price of the tow ticket in the regular ticket.
- 4) Board members were asked to give suggestions for three upcoming events. The first event was the Jazz Concert at Northrop on April 9. (These dates may be changed.) The suggestions taken from a list that was passed out were as follows:
 - Dizzy Gillespie
 - Gerry Mulligan
 - Gene Krupa

A ballot vote was taken on the three suggestions.

Results: 1st choice--Gillespie and Mulligan together, if possible.
2nd choice--Gillespie
3rd choice--Mulligan

The second event was the Day of Jazz on May 13 or 20. The three suggested for this event were:

Hi Lo's
Woody Herman
Kai Winding

The third event was the Beaux Arts Ball on May 23. The first choice was Duke Ellington with Sauter-Finegan as second choice.

- 5) Barbara Johnson was called on to give her area report. Barb reported that the Music Area has been doing quite well. Coffman Musicale has been holding their regularly scheduled programs which have been very successful with 500-600 students attending. On Wednesday, Coffman Musicale is presenting the Noon Program which will be two movies. One on the life of Beethoven and the other on the life of Handel. The coffee hour for Segovia was very successful. Hi Fi Listening Hour has been presenting their regular Monday programs and their coffee hour for Chico Hamilton was a big success.

Dick Erickson thanked Barb for the tremendous job she has done in the Music Area. He stated that she has set a good example for other Board members to follow.

Next, Jane Quale gave the Social Skills area report. She reported that attendance at the Toastmasters meetings has been better this quarter. This may be due to the change from Thursday night meetings to Wednesday night meetings. The American-Foreign Student Council is planning a festival type of event on February 12 in the Main Ballroom. Plans are being worked on for this affair. Jane also reported that this committee has a new idea to increase contacts with foreign students through letter writing. Charm is presenting a bridal style show on Friday, February 6; they are also planning a bridal bureau which will start about the end of March. The Student-Faculty Committee and English Department are co-sponsoring a coffee hour on Friday, February 6 at 3:30 in the Men's Lounge. The Student-Faculty Committee is working on a new idea to have faculty members present some type of talent different from that in the classroom. The Graduate Students are planning an "after symphony" type program during Sundays.

Public Relations Report

- 1) Dick Mier reported that Linda Whitney is working on News Releases and also a schedule for the displays by different areas which will be presented next week.

- 2) Dick also reported that "State of the Union" will not be able to run because of lack of funds. Dick suggested that the area or committee that has the feature write up each week should pay for that story. This cost will be approximately \$40. It was also suggested to take funds from personnel as long as it pertains to that area.

^{R-48}
Motion K-1308

It was moved that the committee that has the feature article each week pay for the space used for that article.

Seconded and carried.

Old Business

^{R-49}
Motion K-1309

It was moved that the Ad-Hoc Committee for the expansion of WMMR to F.M. be disbanded.

Seconded and carried.

New Business

- 1) Dick Walter requested that a report on Sunday Programming be presented each Tuesday. Dick Johnson reported on last Sunday's program. He reported that a trio from the Talent Development Area played in the Grill. There were 89 customers in the Grill with a gross income of \$19. The record player in the lounge was being enjoyed by many students. There were from 200-300 people in the Main Lounge. Dick Erickson reported that Mr. Starr was going to speak on Sunday Programming at the Residence Counseling Meeting at Centennial Hall.
- 2) Bob Erickson suggested that a committee be established to look into the parking situation for Board members. He suggested that contract parking be set up behind the Union for the Union Board.

^{R-50}
Motion K-1310

It was moved to set up a committee to look into contract parking for Board members.

Seconded.

Discussion followed.

The motion and second were withdrawn.

The Executive Committee was assigned to look into this problem.

Announcements

- 1) The Union Expansion and Development Committee will meet this Thursday, February 5. At this time, the film on the "Wisconsin Union" will be shown at 5:00 in Room 320. Board and committee members are invited to attend.

- 2) The Ad Hoc Committee on WMMR will meet on Thursday morning at 11:30.
- 3) Dick reminded Board members that there was still an opening for the NSA Regional Conference at Concordia College. The application has to be in as soon as possible.
- 4) The next meeting will be held at the Village Union at 4:30.

The meeting was adjourned at 6:15.

Dinner followed the meeting in Room 310.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:BB

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT February 3, 1959

AREA	BALANCE Jan. 1	INCOME	EXPENSE	BALANCE Feb. 3
DANCE AREA				
Instruction	\$ 100.00	\$616.50	\$423.81	\$ 292.69
Sat. Nite Dance	0	228.55	341.38	-112.83
Variety Dance	0	163.10	92.35	70.75
Square Dance	0	111.15	136.85	-25.70
FINEARTS AREA				
Fine Arts Lounge	400.00	0	12.70	387.30
Focus	659.06	10.00	117.30	551.76
Art-Craft Studio	224.08	67.00	102.10	188.98
Photo Comm.	100.00	18.00	24.00	94.00
GAMES AREA				
Tournaments	616.38	0	243.96	362.79
Demon. & Inst.		154.00	125.79	
Publicity		0	4.65	
Big Ten Tour.		0	0	
Sports Festival		0	33.19	
MUSIC AREA				
Coffman Musicale	300.00	48.75	125.39	223.36
Hi-Fi Listening	84.32	0	14.60	69.72
Union Jazz Workshop	1094.60	39.65	111.75	1022.50
NOON PROGRAM AREA				
Noon Program	593.91	0	113.00	480.91
OUTINGS AREA				
Minnesota Rovers	549.64	1.80	20.43	531.01
Co-Rec Activities	100.00	0	3.90	96.10
SOCIAL SKILLS AREA				
Charm	500.00	162.00	146.39	515.61
Student-Faculty	280.03	0	12.50	267.53
American-For. Stud.	151.72	0	17.38	134.34
Toastmasters	106.45	0	1.20	105.25
Graduate Students	130.19	0	0	130.19
TALENT DEVELOPMENT				
Creative Society	150.95	0	0	150.95
Creative Arts Fest.	644.50	0	0	644.50
Talent Bureau	153.66	0	.80	152.86
WMMR-Promotion	186.15	0	0	186.15
Operation	-463.05	509.93	639.96	-593.08

AREA	BALANCE Jan. 1	INCOME	EXPENSE	BALANCE Feb. 3
PROGRAM DEVELOPMENT				
Program Expansion	\$1094.20	0	\$333.00	\$761.20
PUBLIC RELATIONS				
Ad Agency	263.99	0	36.46	227.53
Union Movie	1000.00	0	0	1000.00
Union Relations	855.65	10.00	99.92	745.73
Book Covers	399.25	0	161.02	238.23
Brochures	439.48	0	0	439.48
Newsletter	100.00	0	0	100.00
UNION BOARD ACTIVITIES				
Big Ten Convention	200.00	0	0	200.00
Board Activities	500.00	0	30.90	469.00
Merit Reception	750.00	0	0	750.00
Personnel	600.00	0	46.92	553.08
Open Houses	216.88	0	0	216.88
Leadership Train.	371.71	0	25.35	346.36
Fall Retreat				
Spring Retreat				
Leadership Inst.				
Sunday Programming	258.00	0	0	258.00
Alumni Party	75.00	0	45.00	30.00
CONTINGENCY FUND	400.00	0	30.36	369.64
SPECIAL EVENTS REVOLVING FUND				
	1664.04	7640.45	7890.79	1413.70
Ski Train		(6818.88)	(6940.70)	(-121.82)
Sno Ball		(821.57)	(950.09)	(128.52)
PROGRAM ADMINISTRATION				
Supplies	176.73	3.50	89.90	90.33
Telephone	293.92	0	53.95	239.97
Postage	103.04	0	56.00	47.04
Travel (staff)	333.71	0	4.00	329.71
Equipment	238.18	0	63.47	174.71
Training Equip.	214.77	0	184.01	30.76
Misc. 2% overhead & Physical Plant	475.34	0	0	475.34
TOTALS	\$17,666.48	\$9,784.40	\$12,016.43	\$15,434.45

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
AGENDA

February 17, 1959

- I. Pictures for Gopher
- II. President's Report---Dick Erickson
- III. Program Committee Report---Dick Johnson
 - 1) National Table Tennis Tournament
 - 2) Co-Sponsorships
 - 3) Hooper Reorganization
 - 4) Summer Opportunity Fair
 - 5) Music Programs---April and May
 - 6) Committee Chairmen Reports
- IV. Personnel Committee Report---Dick Stanford
- V. Old Business
- VI. New Business
- VII. Announcements
- VIII. Dinner---Room 351.

bb

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
Meeting of February 17, 1959

Members Present:

Mimi Baasen, Dick Erickson, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, John Rachle, Cynthia Hooper, Sharon Goldman, Dick Johnson, Pris Orme, Dave Vangen, Dick Stanford, Dick Walter, Dick Mier, Douglas Wolfangle, Vernon Ausen, Dr. Snoke, Dr. Fenske, Gordon Starr

Members Absent:

Dr. Kingsley

Others Present:

Don Finlayson, Gene Morstad, Meredith Sommers, Beth Hartmann, John Herman, John Gregoire, Vivian McFerran, Ellen Fitzgerald, Marilyn Anderson, Bob Kaufmann, Pete Meyer, Judy Mellin, Dick Jacobson, Tom Stephani, Barbara Bowman

The meeting was called to order at 5:00 in Room 346. Dick Erickson welcomed the committee chairmen that were present. The minutes of the previous meeting stand approved as presented.

Program Committee Report

- 1) Dick Johnson reported on the National Table Tennis Tournament. If the Union sponsors this tournament, it was suggested by Ike Armstrong to hold the event in Williams Arena.

^{R-51}
Motion K-1311

It was moved that the Union Board sponsor the National Table Tennis Tournament which will be a special event within the Games Festival.

Seconded.

Discussion followed.

It was pointed out that the Union would provide the space and publicity for this event which is an annual affair on a national level. Mr. Starr raised the question as to what the cost of this event would be for the Union. It was stated that Michigan State made a profit last year.

^{R-52}
Motion K-1312

It was moved to amend Motion K-1311 to include the statement that no financial obligation will be met by the Union.

Seconded.

Discussion followed.

Motion K-1312 (amended) defeated.

Motion K-1311 (original) passed.

- 2) The Classics Club and Student-Faculty Relations are co-sponsoring a coffee hour with Mr. R.A. Swanson as speaker.

Motion ~~K-1313~~
R-53

It was moved to include Sunday Programming in the Noon Programs area with the title remaining the same.

Seconded.

Discussion followed. It was pointed out that the purpose of this new reorganization is to have the Noon Programs area director serve more as an area director function rather than a committee member function. Cindy Hooper stated that she hopes to get dormitory students to work on this committee rather than commuters.

Motion carried.

- 3) Sharon Goldman reported on the Summer Opportunities Fair. This event is sponsored by the Union Board of Governors, All-University Congress, and the YWCA. Sharon reported that the Fair will run for three days, Wednesday, Thursday, and Friday. On Wednesday, February 18, at 11:30, there will be a speaker from the American Camping Association. At 12:30, there will be a work study project. On Thursday at 12:30, All-U Congress will present a movie on travel. On Friday, during the entire day, the main ballroom will have displays and interviewing for interested students.

- 4) President Erickson reported that the Department of Concerts and Lectures discussed co-sponsorship of a free symphony concert this spring primarily for University students, faculty, and staff. This free concert would be on a "first come--first served" basis. The orchestra would be conducted by Antal Dorati and would feature the scholarship soloist. The Department of Concerts and Lectures would pay for the use of Northrop Auditorium and the Union Board would take care of the distribution of tickets and a possible coffee hour at the end of the symphony. The date of this event is set for April 19. The Department of Concerts and Lectures do not favor the jazz program for April 9. The dates of the symphony and the jazz program would be so close together that there would probably be very poor attendance.

Motion ~~K-1314~~
R-54

It was moved to cancel the Jazz Program on April 9.

Seconded and carried.

Motion ~~K-1315~~
R-55

It was moved to co-sponsor the free symphony concert with the Department of Concerts and Lectures.

Seconded. Discussion followed.

It was suggested that Coffman Musicale be the committee to co-sponsor this event.

Motion is carried.

- 5) Dick Johnson reported that a dance group, the Gopherettes, would like to be sponsored by the Union in the future. The Board felt that Public Relations should look into this matter. Dick also reported that the application for co-sponsorship is now ready. Instead of the former dittoed form, the present co-sponsorship form is printed. Dick stressed the importance of completely filling out this form when co-sponsoring an event. Dick also brought up the point of whether or not the Union would enter the Campus Carnival. After much discussion, it was suggested that the program committee look into this matter and report to the Board at a later date.
- 6) The committee chairmen each gave a brief report on their committee. Meredith Sommers, Focus chairman, reported that Focus has been sponsoring various programs and panel discussions since the fall quarter. Their present project is the publicity for the Summer Opportunities Fair. Focus has no definite plans for the remainder of the quarter but are planning an opera workshop for the spring quarter.

Beth Hartmann, chairman of Coffman Musicale, reported that the coffee hour for Segovia seems to have been one of their most successful events. Coffman Musicale wants to bring other college groups to the Union. They have already presented one program of this type, the St. Johns College calypso group, and are planning to have one of the choirs from Macalester at the Union.

Next, John Herman, Ad Agency chairman, reported that the quality and quantity of the Ad Agency's work is up this quarter. John stated that the Ad Agency has just been reorganized and is now working on a package type of advertising such as flyers, layouts for posters, etc. John stressed the use of photography in ads.

John Gregoire, Dance Instruction chairman, reported that their main problem is getting girls to attend the instruction. Presently, they are mostly publicizing or letting the students know the Union is providing dance instruction. They are also working on many new ideas.

Vivian McFerran, Student-Faculty Relations chairman, reported on the various coffee hours. There is a coffee hour on Wednesday, February 18, with the Pre Med Club at 3:30 in the Women's Lounge. Next quarter they are planning to have a retired faculty tea and for the Creative Arts Festival they would like to have a faculty review in which the faculty would present a program of talent unrelated to the classroom.

Ellen Fitzgerald, chairman of Talent Bureau, reported that the combined attendance at the two Campus Curtain Calls talent shows was 2,200. Next quarter, the semi finals for the winners of the two talent shows will be held.

The Noon Programs chairman, Marilyn Anderson, reported that they have had programs every day this quarter and plan on contacting Union committees to fill in for programs next quarter.

Bob Kaufman, chairman of Toastmasters, stated that they have been putting on special programs. Next week they are meeting with the Toastmistresses of the St. Paul Campus. In the near future, they are planning to sponsor a Noon Program not directly related to Toastmasters. They also have a new brochure on campus.

Pete Meyer, Creative Arts Festival chairman, reminded Board members that some of the committees have not turned in representatives. These names should be turned in as soon as possible so that a schedule can be made. Many of the dates have already been set. Pete reported that they are going to attempt some national publicity through national magazines or agencies.

Judy Mellin, chairman of Charm, reported that the Cahill Bridal Style Show had the largest attendance. Out of the original 27 that started the modeling classes, 22 were present at the last class. Charm is planning a coffee hour with an expert from the AAA to speak on Europe at 3:30 in Room 320 on Wednesday, February 18. On March 4, 5 and 6 a bridal bureau will be held from 3:30-5-30. Facts about china and silver, wedding arrangements, etc. will be presented.

Dick Jacobson, Games Area chairman, reported that the tournaments of last quarter were very successful. The same type of tournament is planned for spring quarter. Instruction will be given in various areas and they are trying to give pocket billiard instruction. This will be given to girls as well as boys.

Tom Stephani, WMMR, feels that WMMR has been progressing very well. The changing of selling, billing, and commission system is going before the Ad-Hoc Committee on Thursday. They are planning on going on 24 hours a day with the automatic programmer. Tom also stated that everything on the air is designed to sell, designed to get more listeners, and giving satisfaction. The station is also running various contests.

President Erickson thanked the committee chairmen for their fine reports.

Personnel Committee Report

Dick Stanford reported that the evaluation reports will be out by Friday, February 27. It is very important that these reports are filled out and returned promptly. Recognition cards will be given out based entirely upon the evaluation reports. Dick also reminded Board members of the availability of the lists from the Student Activities Bureau. These lists can be used for any committee memberships that need to be filled. These lists are in Room 231.

Public Relations Report

- 1) Dick Mier passed out the schedule for using the bulletin boards for the displays. The displays should go up the Friday before your display is to run.

Old Business

- 1) Bob Erickson reported on the Ski Ramble to be held this weekend. The following budget was submitted for approval.

\$402.50	Transportation (for 125)
187.50	Dinner (for 125 at \$1.50)
75.00	Publicity
<u>\$665.00</u>		Total Expenses
\$467.50	Tickets (85 student @ 5.50)
130.00	Tickets (20 guests @6.50)
76.50	Tickets(17 Board and committee chairman @4.50)
<u>\$674.00</u>		

Motion ^{R-56} K-1316

It was moved to accept the above budget.

Seconded and carried.

- 2) Mr. Starr pointed out that Public Relations should be congratulated on their idea for the displays.

The College Quiz Bowl will be held in the main ballroom on April 19 with the provision that they win on April 12.

Announcements

- 1) The Ad Hoc Committee on WMMR will meet on Thursday at 1:30 in Room 227.
- 2) The meeting next week will be held at Mr. Starr's home at 7:00. (A map to his home will be attached to the minutes)
- 3) President Erickson commented on the dittoed material that was placed in the folders. Enough copies of various events should be made so they can be distributed in these folders.

The meeting was adjourned at 6:50.

Dinner was held in Room 351 immediately following the meeting.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

Proposed major events for
Spring Quarter

Free symphony concert: April 19

Day of Jazz: May 13

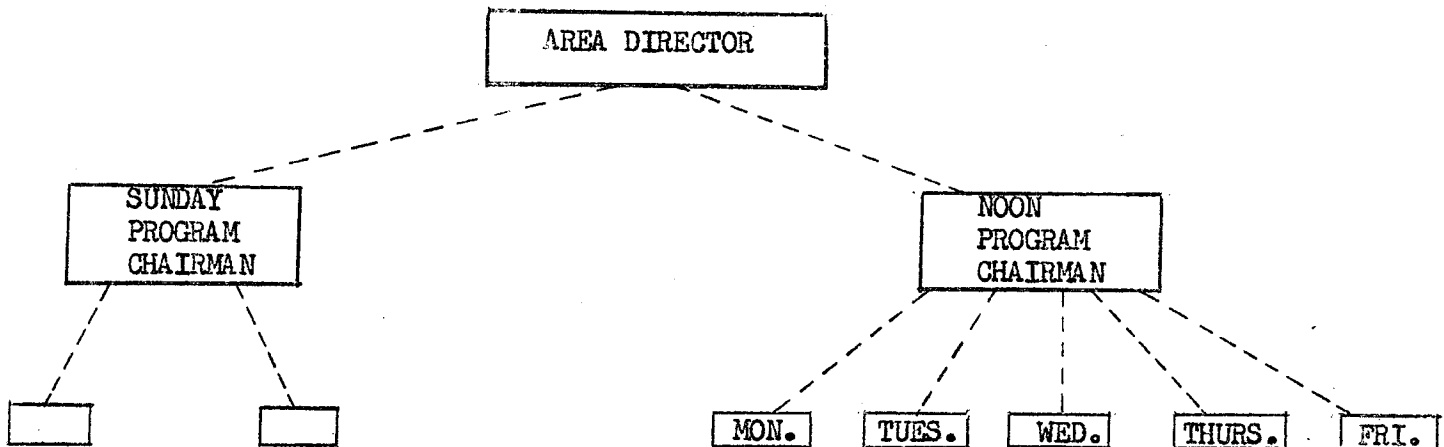
Coffman Musicale - Big event: May 20

Beaux Arts Ball: May 23

The jazz program in question, April 9.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

Noon Programs Reorganization



I would like to propose that Noon Programs Area be reconstructed to resemble the above diagram. I feel that it would be in the best interest of the area if a Sunday Program Committee were added. In the past, the area director has acted also as the chairman of the Noon Program Committee because there has been only this one committee. Under this new plan with two committees and two committee chairman, the area director could act in the true capacity of director of an area.

Sunday Programming is too big a job for one person to handle. With a committee working on it, especially a committee of dorm persons, a broader range of programs could be planned and more time could be spent in programming and finding out what kind of programs the students desired.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
Agenda

March 3, 1959

- I. Executive Committee Report---Dick Erickson
- II. Program Committee Report---Dick Johnson
 - 1) Creative Arts Festival---"Pete" Mayer
 - 2) Campus Carnival
 - 3) Jazz Fund
 - 4) Dukes of Dixieland
 - 5) Area Reports
- III. Public Relations Committee Report---Dick Mier
 - 1) Matchbooks
 - 2) Spring Quarter Open House
 - 3) Spring Quarter Book Covers
 - 4) President's Reception
- IV. Personnel Committee Report---Dick Stanford
 - 1) Committee Handbooks
 - 2) Two-Day Orientation
- V. House and Finance Committee Report---Dick Walter
 - 1) St. Paul Union Bowling Lanes
 - 2) Coffman Memorial Union Renovation Budget
- VI. Old Business
- VII. New Business
- VIII. Announcements
- IX. Adjournment

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UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS
Agenda

February 24, 1959

- I. Executive Committee Report--Dick Erickson
- II. Program Committee Report--Dick Johnson
 1. Co-Sponsorships
 2. May 20th Program
 3. The "Jazz Fund"
 4. Men's Style Show
 5. Campus Carnival
- III. Personnel Committee Report--Dick Stanford
- IV. Public Relations Committee Report--Dick Mier
- V. House and Finance Committee Report--Dick Walter
 1. Requests
 2. Remodeling Plans
- VI. Director's Report--Mr. Starr
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of February 24, 1959

Members Present:

Mimi Baasen, Dick Erickson, Hank Roberts, Barbara Johnson, John Rachie, Sharon Goldman, Dick Johnson, Pris Orms, Dick Walter, Dick Mier, Vernon Ausen, Gordon Starr

Members Absent:

Jane Quale, Bob Erickson, Cynthia Hooper, Dave Vangen, Dick Stanford, Douglas Wolfangle, Dr. Martin Snoke, Dr. Theodore Fenske, Dr. Gordon Kingsley

Others Present:

Hartley Koch, Barbara Bowman

The meeting was called to order at 7:30 at Mr. Starr's home.

The minutes from the previous meeting stand approved as presented.

President Erickson thanked Mr. and Mrs. Starr for the invitation to their home and stated that it was a pleasure to do things away from the usual routine.

Program Committee Report

- 1) Dick Johnson reported that he and Don Finlayson talked with Mr. Lombard about the proposed May 20th program. This will be a paid program sponsored by Coffman Musicale who will present the Dukes of Dixieland. Both Mr. Lombard and Mr. Drake were very relieved when the Board decided to cancel the jazz program on April 9th. Dick also reported that the Kai Winding sextet has been contracted for \$1250 which is \$250 below the original estimated price. (This program will be held May 13.)
- 2) Dick Johnson discussed the "Jazz Fund." He reported that a reserve fund was set up specifically for the promotion of jazz. Dick feels that the money in this fund should be used for all entertainment type programs.

Motion ^{R-57} K-1317

It was moved to change the character of the special jazz reserve fund to an entertainment reserve fund which would include such programs that are required to be co-sponsored programs with the Department of Concerts and Lectures and that these programs must be initiated by the Union Board of Governors.

Seconded. Discussion followed.

Dick Johnson stated that the same type of programming would continue but instead of including jazz programs, different types of programs (rather than strictly jazz) would be included. It was pointed out that this motion pertains to programs that charge over \$1 admission. The question was raised as to whether or not the 50¢ made on each ticket would be included in this fund, and also if this co-sponsorship with the Department of Concerts and Lectures would include convocations. Dick stated that the 50¢ made on each ticket would not go into this fund and that the Union has been trying to avoid co-sponsoring convocations. Dick Johnson also pointed out that both Mr. Lombard and Mr. Drake are aware of this problem. It was their idea that the Board make a motion to broaden this area to include other types of musical programs. It was pointed out that this money would only be used for programs co-sponsored by the Union Board of Governors and the Department of Concerts and Lectures. It was also pointed out that a policy should be set up to guide Board members in the future.

Motion ^{R-58}
K-1318

It was moved to table Motion K-1317 until next week's Board meeting.

Seconded and carried.

- 3) Dick Johnson reported that Mr. Lombard of the Department of Concerts and Lectures originated the idea of a men's style show which would be put on by Young Quinlan. Charm will sponsor this style show on March 11. This is not a co-sponsorship with Concerts and Lectures.
- 4) A list of the 1958 rules and regulations for the Campus Carnival was obtained from the Student Activities Bureau. Dick Johnson reported that the list will not differ very much for this year. A \$10 deposit fee is required for concessions and a \$15 deposit fee for a side show. Of this fee, \$5 is kept by Campus Carnival. It is necessary to include the complete description of the event a group plans to put on or a list of food and drinks to be served in a concession. There was some discussion as to what committee should work on the Union's entry in the Campus Carnival. It was suggested to have Public Relations look into this matter, Dick Mier stated that the whole Union rather than just Public Relations should work on this because of the time needed to plan and follow through on an idea. It was suggested to have a special committee work on getting this entry organized. The question was raised as to whether or not something could be worked out with the WMMR booth. Mimi Baasen stated that WMMR is planning to have a booth even if the Union does not enter the Carnival. It was also pointed out that students would probably be more interested in working on a committee if they were in competition. There was a suggestion to have a bulletin board where students could sign up to work on a committee for Campus Carnival. Dick Erickson stated that if two or three

students would take the time and with the right leadership organize and coordinate a committee to work on Campus Carnival. It was suggested to have Jerry Hursh get a few committee members to work on this. It was pointed out that Jerry Hursh would be a good nucleus for this committee.

R-59
Motion K-1319

It was moved to have Jerry Hursh coordinate a committee for the next week and see what can be done in a week's time. He will present his ideas at next week's Board meeting.

Seconded and carried.

Dick Erickson remarked that the Board is asking a committee member to assume a lot of responsibility for a week and Board members should give him all the help they can.

Public Relations Committee Report

- 1) Dick Mier reported that at 5:00 on Thursday, February 26, the Expansion and Development Committee will have their pictures taken for the Gopher at the meeting.
- 2) On March 1 the matchbooks should be here.
- 3) Dick Mier suggested that a sign made of white canvas, 40 feet long, 8 feet high, and 15 feet off the ground be put up in front of the Union to publicize special events. This would be a three-dimensional sign which could be seen from all directions. Four poles would have to be placed in the ground but these poles would be capped. The Ad Agency would take all responsibility of putting up and taking down and the storing of this sign. Public Relations will investigate the cost of such a sign.
- 4) Dick Mier suggested that the Union hold its open house on April 18-19. During this time, a program at Northrop will be held, the College Quiz Bowl, the Games Festival, and a dance will all take place which should bring a large number of people to the Union. Board members should talk to their committee members and let Dick know by next week on any ideas they might have.

Director's Report

Copies of the Director's Report were passed out at the meeting.

(This report is attached to the Minutes.)

Points of clarification on point number 3 were given by Mr. Starr. Instead of the former base and service charge, there will be an all-inclusive charge of 40¢ per person for all non-student groups and 20¢ for student groups. This is a different method of billing.

Concerning point number 5, it has been suggested that we purchase automatic bowling equipment for the St. Paul Student Center with the \$16,000, or one half, of the bond payment that we will have since we only have to pay two quarterly payments. It has been estimated

that it will take from seven to eight years to make back this money that is paid for the equipment (about \$61,000), but after this 7-8 year period, everything else would be profit. If we rent the equipment, which is 10¢ a line, we will not make any profit after the same 7-8 years. The question was raised as to the depreciation of equipment. Mr. Starr stated that after ten years, AMF will replace their equipment (the rented equipment) at no cost. The original cost of installing this equipment is \$500 for each unit. Brunswick (the equipment that would be bought) would probably have to be replaced after 15 years, however, a testing company stands behind Brunswick equipment for 25 years. Dick Johnson suggested that the two companies be invited to present to the Board the merits of the two systems. Mr. Starr pointed out that this information is available. The question was raised as to what the other Big Ten Universities have in their bowling lanes. Purdue has AMF, Iowa has Brunswick. Most of the Universities are leaning towards Brunswick unless they do not have the funds to purchase the equipment. It was suggested to have House and Finance prepare some type of comparison and present it at next week's Board meeting.

- 2) The question was raised as to how the St. Paul Student Center is coming. Mr. Starr reported that the draperies and carpeting have been ordered. Some of the furnishings for the Main Lounge still have to be ordered and also the bowling equipment. The Student Center should be open by the beginning of Spring Quarter.
- 3) Mr. Starr called the Board members' attention to the convocation on Thursday at Northrop Memorial Auditorium. It is the 108th birthday of the University and this program will cover research work on atomic energy by Dr. Neer. A copy of the convocation program was passed around to the Board. Mr. Starr urged the Board members to attend this convocation.

House and Finance Committee Report

- 1) Dick Walter presented the House and Finance Committee requests from November 26, 1958 to February 19, 1959, and the financial reports on the bowling lanes--volume of business, billiard room---volume of business from July 1 through December 31, 1957 and 1958, and the summary of income and expenditures from July 1, 1958 through December 31, 1958. There was a total income of \$224,942.97 with a total expense of \$197,468.86 which leaves a balance of \$27,474.11 for 1958. (Copies of these reports are attached to the minutes.)
- 2) Dick presented 19 sketches for remodeling the first floor of the Union. Some of the suggestions for the areas are as follows:
 - 1. An opening from the co-educational game room into the Grill.
 - 2. Better use of the coat check area which may include lockers. Mr. Starr reported that a study of the various articles checked in the checkroom is already under way.

3. Enclosure of the balcony.
 4. Put something that would be attractive in the foyer at the main entrance. (Possibly a piece of sculpture or a plaque.)
 5. A mobile in main lounge or corridor for advertising Union events.
 6. A place to put the Board gallery pictures.
 7. Work on a contemporary idea for the main entrance similar to the interior design.
 8. The small lounge idea and the whole game room idea was very well received.
 9. Facilities for Christmas decorations or any other decorations that might be put up.
 10. The vivid use of color such as in the St. Paul Student Center.
 11. The starkness of the Food Service Rooms--perhaps the use of more color in these rooms would be helpful.
 12. Have glass showcases.
 13. Study lighting in corridor.
 14. Possible movable lights in art gallery (on castors).
- 3) It was suggested that Mr. Starr find out how much is allocated by the Board for the renovation.

New Business

- 1) Mr. Starr pointed out that a meeting at the St. Paul Campus Student Center should be planned, probably for early next quarter.

Announcements

- 1) Dick Erickson reminded Board members to bring anything up that will need attention in the next month at the next meeting since it is the last meeting of the winter quarter.
- 2) The meetings for next quarter are set for 4:30 as usual.
- 3) Mr. Starr remarked that he was very happy to have the Board meeting at his home.
- 4) Next week's meeting will be at 4:30 in Room 346. Dinner will follow the meeting.

The meeting was adjourned at 10:30.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

Summary of Income & Expenditures
July 1, 1958 through December 31, 1958

<u>Income</u>	<u>1958</u>	<u>1957</u>	
Student Fees	\$135,602.93	\$139,071.75	
Rental Service	3,926.92	3,298.50	
Program Admissions	9,946.70	9,691.27	
Artcraft Studio	2,001.62	1,842.96	
Billiard Room			
Billiards	7,224.46	7,373.51	
Merchandise	26,829.77	22,232.49	
Bowling Lanes			
Bowling Fees	29,378.16	25,765.72	
Merchandise	4,513.40	2,981.20	
Village Union			
Admin. & Program	562.18	884.55	
Fountain	<u>4,856.83</u>	<u>5,875.27</u>	
Total Income	224,942.97	219,017.22	
 <u>Expense</u>			
Administration			
Salaries	27,784.12	22,613.45	
Supplies & Expense	5,008.59	4,983.55	
Program			
Salaries	16,579.23	13,771.83	
Supplies & Expense	17,534.29	12,299.35	
Maintenance			
Salaries	35,431.50	32,211.96	
Supplies & Expense	22,589.13	25,659.99	
Artcraft Studio			
Salaries	4,904.46	3,979.47	
Supplies and Expense	1,789.23	2,198.69	
Billiards			
Salaries	6,320.56	5,538.60	
Expense	23,619.81	16,401.89	
Bowling Lanes			
Salaries	10,583.87	7,653.04	
Supplies & Expense	15,611.47	14,319.57	
Village Union			
(Admin., Maint., Prog.)			
Salaries	2,647.01	3,116.76	
Supplies & Expense	1,615.73	2,432.19	
Village Union (Fountain)			
Salaries	1,235.11	1,463.36	
Supplies & Expense	<u>4,214.75</u>	<u>4,641.73</u>	
Total Expense	197,468.86	173,285.43	
Net Balance	\$ 27,474.11	\$ 45,731.79	

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
Coffman Memorial Union
Bowling Lanes - Volume of Business
July 1 through December 31, 1957 and 1958

	<u>1958</u>	<u>1957</u>	<u>Difference</u>
I. Lines Bowled			
July	2,584	49	+2,535
August	995	-	+ 995
September	6,899	4,086	+2,813
October	23,965	20,455	+3,510
November	24,668	24,189	+ 479
December	<u>20,024</u>	<u>18,899</u>	<u>+1,125</u>
Total	79,135	67,678	+11,457
II. Lineage Breakdown			
Regular	51,135	42,702	+8,433
League	19,858	16,554	+3,304
Women's P.E.	3,909	4,097	- 188
Men's P.E.	2,563	2,523	+ 40
Free	399	429	- 30
Special- (Tournaments, General Hospital, Instructions, etc.)	<u>1,271</u>	<u>1,373</u>	<u>- 102</u>
Total	79,135	67,678	+11,457
III. Dollar Volume			
July	\$ 902.55	\$ 17.15	+ 885.40
August	349.25	-	+ 349.25
September	2,281.60	1,467.00	+ 814.60
October	9,740.32	8,071.35	+1,668.97
November	7,269.75	7,093.20	+ 176.55
December	<u>6,655.19</u>	<u>6,278.05</u>	<u>+ 377.14</u>
Total	\$ 27,198.66	\$ 22,926.75	+4,271.91
IV. Number of Days in Operation			
	145	107	+ 38

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
Coffman Memorial Union
Billiard Room - Volume of Business
July 1 through December 31, 1957 and 1958

	<u>1958</u>	<u>1957</u>	<u>Difference</u>
I. Billiard Participants *			
July	1,410	1,071	+ 339
August	1,614	1,812	- 198
September	3,885	3,975	- 90
October	9,528	10,056	- 528
November	7,155	8,841	-1,686
December	<u>5,454</u>	<u>6,162</u>	<u>- 708</u>
Total	29,046	31,917	-2,871
II. Dollar Volume			
July	\$ 258.84	\$ 155.47	+103.37
August	270.33	226.39	+ 43.94
September	760.67	743.73	+ 16.94
October	1,952.15	1,996.79	- 44.64
November	1,676.78	1,876.68	-199.90
December	<u>1,270.10</u>	<u>1,317.12</u>	<u>- 47.02</u>
Total	\$ 6,188.87	\$ 6,316.18	\$ -127.31
III. Table Tennis Participants *			
July	444	286	+ 158
August	344	378	- 34
September	508	630	- 122
October	1,634	1,742	- 108
November	1,354	1,676	- 322
December	<u>914</u>	<u>1,096</u>	<u>- 182</u>
Total	5,198	5,808	- 610
IV. Dollar Volume			
July	\$ 45.33	\$ 28.61	+ 16.72
August	35.97	38.41	- 2.44
September	51.24	59.05	- 7.81
October	164.63	155.89	+ 8.74
November	131.75	157.87	- 26.12
December	<u>97.60</u>	<u>105.48</u>	<u>- 7.68</u>
	\$ 526.72	\$ 545.31	\$ - 18.59
V. Number of Days in Operation	136	137	- 1

* Billiard Participants estimated as 3 participants per card.
Table Tennis Participants estimated as 2 participants per card.

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
COFFMAN MEMORIAL UNION

To: Coffman Memorial Union Board of Governors

From: Gordon L. Starr

Subject: Monthly business meeting information.

1. Staff Changes: Miss Anne Alt, secretary in the Program Office, has accepted a job in the Governor's secretarial office. She has been replaced by Marietta Vann who has worked for Dr. Kenneth Graham of the University Theater for the last 2 $\frac{1}{2}$ years. Mrs. Helen DeJonge will be leaving March 6 to take on the duties of Motherhood. Ron Barrett a former program consultant has returned from the service and will be coming back to the program staff.
2. Considerable progress has been made in regard to sketches for the remodeling of the entire first floor including the Games Area, Offices, and Fine Arts Lounge. It is hoped that some of this work can be accomplished this summer.
3. Presently, we are charging non-student groups a base (rental) charge and a service charge for use of the Main Ballroom. Usually this is included in the food charge, however, Food Service does not want to bill each group for the entire amount. If there is no objection we shall charge 40¢ per person, all inclusive, for all non-student groups and 20¢ for student groups. (see fact sheet)
4. The matter of improved air ventilation will take more time study. No cost estimates have been made as yet.
5. The Student Center on the St. Paul campus should be open at the beginning of Spring Quarter. Some furnishings will arrive late. Annually we set aside \$32,000 for bond payment. Since our fiscal year ends June 30 we will have only two quarterly payments to make this fiscal year. It is recommended that \$16,000, or one half, of the bond payment be used for the purchase of automatic bowling equipment. We would then be saving the rental payment and over the period of years it should be a savings to our operations.
6. The dedication for the Student Center has definitely been set for May 10 and we should reserve that date.
7. I am happy to inform the board that Louise Moberly, Arts and Crafts Supervisor, has been appointed to Intercollegiate Photography Committee.
8. Sunday Operation: Last Sunday the Grill income was \$44.00. Part of this was due to the Chess tournament. The Board has made a gradual improvement on the Sunday operation. It is apparent that "program" is the key to Sunday use of the building.

MO

2/24/59

UNIVERSITY OF MINNESOTA
Coffman Memorial Union
House and Finance Committee Report
February 24, 1959

I. REQUESTS

- A. Paul Pederson. Festooning to be hung in Main Ballroom. Referred to Mr. Gatchell.
- B. Suggestion box for graduate student contest. Disapproved.
- C. Christmas Sing. \$50.00 for publicity in Daily. Disapproved.
- D. Student Faculty Coffee Hour. Request by Sheila Sullivan to use the Terrace Reading Room on December 3 from 4:30 to 5:30. Approved.
- E. Lutheran Student Foundation. Use of conference room from 11:30 to 2:30 on Mondays during winter quarter to teach Christianity courses - non-credit courses open to all students. Approved.
- F. Lutheran Student Association. Reserve Women's Lounge (6:45 to 8:00) and Rooms 315, 320, 325, 326, 327, 343, 344, 345 (7:30-9:00) for January 11, 18, 25, February 1, 8, 22 and March 1, 8. Approved.
- G. WMMR. Broadcasting throughout Union 3:30 - 12:00 Monday through Sunday. The Committee will not consider any request such as this until the "Starlight Serenade" is tried in the Union.
- H. Terrace Reading Room. Music turned off. Disapproved. Used for leisure reading, not studying.
- I. Hi Fi Jazz Program. Request by Jim Lippman to use Main Lounge on Monday January 12 from 3 to 4 p.m. Disapproved. Suggested he use Men's Lounge.
- J. Ad Agency. Coffee Hour and Lecture in Terrace Reading Room from 3:30-5:30 on January 14. Approved.
- K. Game Room. Request for place to hang coats. Will put portable coat racks in Game Room as soon as hangers arrive.
- L. Sunday Programming. Need \$350 for the 8 weeks in winter quarter. Recommended that this program be tried, money is to come from Program Expansion.
- M. Campus Carnival. Use of Room 110 (Special Activities Room) from March 2 to April 30. Approved.
- N. Wesley Foundation. Room every Thursday during winter quarter from 2:30-3:30. Approved.
- O. Coffman Musicales. Use of Terrace Reading Room from 3:30-5:00 on February 2. Approved.
- P. Summer Opportunities Fair. Request from Focus and YWCA to put up bulletin boards in main corridor the week of February 15-20. Approved.

- Q. Minnesota College Art Contest. Budget allotment requested by Diane Katz, Fine Arts Lounge chairman. This request will be investigated and acted upon at a later date.
- R. Outings Area. Request for cage space for storage and rental equipment to be located in portion of Crew Association Room. Plans and cost estimates submitted. Approved provided there is consultation with the Crew Association.
- S. WMMR. Request by Mimi Baasen for \$100 for expansion to the University Hospital. Approved. The \$100 will come from the fund for capital expansion.

II. OTHER BUSINESS

- A. Allocation of funds of Personnel Committee. Referred until winter quarter when budget is revised.
- B. Authorized architect to go ahead on cost estimate for art display area in the Fine Arts Lounge.
- C. Reviewed plans for remodeling of main corridor and Games Area.
- D. Discussed Summary of Income and Expenditures--July 1, 1958 through December 31, 1958.

Respectfully submitted,

Richard Walter, Chairman
House and Finance Committee

Committee members;

Pris Orme, Bob Erickson, Gordon Starr

2/24/59

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
Agenda

March 3, 1959

- I. Executive Committee Report---Dick Erickson
- II. Program Committee Report---Dick Johnson
 - 1) Creative Arts Festival--"Pete" Meyer
 - 2) Campus Carnival
 - 3) Jazz Fund
 - 4) Dukes of Dixieland
 - 5) Area Reports
- III. Public Relations Committee Report--Dick Mier
 - 1) Matchbooks
 - 2) Spring Quarter Open House
 - 3) Spring Quarter Book Covers
 - 4) President's Reception
- IV. Personnel Committee Report---Dick Stanford
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 - 2) Coffman Memorial Union Renovation Budget
- VI. Old Business
- VII. New Business
- VIII. Announcements
- IX. Adjournment

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UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of March 3, 1959

Members Present:

Mimi Baasen, Dick Erickson, Pris Orme, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, John Rachie, Cynthia Hooper, Sharon Goldman, Dick Johnson, Dick Stanford, Dave Vangen, Douglas Wolfangle, Vernon Ausen, Dr. G. Gordon Kinguley, Gordon Starr

Members Absent:

Dick Walter, Dick Mier, Dr. Martin Snoke, Dr. Theodore Fenske

Others Present:

Gene Morstad, "Pete" Meyer, Dave Ristau, Bill Freckleton, Bill Haight, Chuck Busch, Barbara Benton, Don Finlayson, Barbara Bowman

The meeting was called to order at 4:30 in Room 346. The minutes from the previous meeting were approved as presented.

Program Committee Report

- 1) Dick Johnson introduced "Pete" Meyer, chairman of the Creative Arts Festival, who in turn introduced the coordinator of each area. Dave Ristau, coordinator of the Science and Engineering area, reported that no schedule of events as far as dates has been set up yet. This area will consist of individual student projects, architectural displays, medical display, a display by Minnesota Mining and Manufacturing; a total of about eight events in all. The program for this area will be mostly in the way of displays, speakers, and movies.

"Pete" Meyer clarified on the way that the total programming is set up for the Creative Arts Festival. The three main areas that they can work in are either in conjunction with some department, they can work on their own, or with one of the Union committees. The coordinator's main purpose is to work between these two groups (Department and Union committee)---see that they get together, check on how things are working out, etc. The total programs or schedules are combined into a calendar. Arrangements for rooms are made and publicity is worked on.

Next, Bill Freckleton, coordinator of the Theater Arts Area, was introduced. Bill reported that they have three plays lined up. On May 10-11, "Uncle Vania" will be presented, on May 17-18, a light comedy, "The Circle" will be presented, and on May 20, 21, and 22, "God's Grown Old" will be presented. Plans are being made to present this play outside, possibly using the Terrace. On Thursday, Friday, and Saturday evenings, the orchestra will present their annual programs. Bill stated that activity will be going on during the entire festival rather than just the three plays.

Bill Haight, coordinator of the Art area, reported that the annual art show will run from May 8 through the 23, in Northrop Gallery. This show will be centered on a beginning event and will include a coffee hour which will probably be held in the gallery itself. The Arts and Crafts area will most likely be set up in the Main Ballroom, possibly on the Terrace. This year the Fair will have 25 booths as compared to last year's 15. The Fine Arts Area will be set up similar to last year. The State Art Show, which is one of the biggest events put on during the year, will include two entries from each Minnesota college. The first, second, and third place winners will be purchased by Coffman Memorial Union. The related arts area will include the practical type of art; home economics and art education. No specific program has been set up as yet.

Chuck Busch, coordinator of the Literature area, was introduced next. This area will use a movie on May 21 called "Volpone" by Ben Johnson. This movie was taken from a book written in 1608 and made into a movie in 1948. This is a comedy type movie and has never been shown in Minneapolis before. Before the movie, a coffee hour is planned with a speaker on the subject of "Making Books into Movies." This talk will be especially related to the book entitled, Volpone. Another coffee hour given by the students is also planned. This coffee hour will consist of poetry the students have either written or read. The Ivory Tower will also be used to demonstrate various work in literature. Humanities Focus is working on a movie and pre-opera lectures.

Next, Barb Benton of the special area was introduced. Barb asked Board members to be sure and have the area chairman work on the time and dates of their events. Barb is in charge of room scheduling and taking care of any extra materials the Union committees will need. "Pete" Meyer reminded Board members to have the committees reserve rooms through this committee so that there will be no duplication of times when rooms can be used.

"Pete" also reported on the Music area for the coordinator, Jose' Serbrier. On May 13, Union Jazz Workshop will present their Day of Jazz, which will consist of approximately 12 hours of jazz. This program will also be similar to last year's. There will be five twin cities groups and the Kai Winding septet which will be presented in the main ballroom. These programs are entirely free. The Metropolitan Opera will be on campus May 15, 16, and 17. Plans are being made to hold some type of coffee hour or box lunch get together with the members of the opera. Also on KUOM each day at 2:30, Jose' will present a program. Coffman Musicale is trying to get the Choraliers to appear one day in the main ballroom. Dick Johnson suggested to Pierre Meyer that they ask James Lombard to be a coordinator speaker. Pierre also reported that Ben Kaufman, coordinator of publicity, is working on the brochure and is also planning a Creative Arts seal. They are also planning some type of publicity on the spring quarter book covers.

President Erickson stated that the committee is doing a fine job and it should be a successful event. If there are any questions, do not hesitate to ask.

R-60

Motion K-1920

It was moved that the tabled motion to be discussed at this meeting be brought up. (Motion K-1317--- "...to change the character of the special jazz reserve fund to an entertainment reserve fund which would include such programs that are required to be co-sponsored programs with the Department of Concerts and Lectures and that these programs must be initiated by the Union Board of Governors.")

Seconded and carried.

Discussion followed.

Don Finlayson clarified a few points: this motion is to broaden the jazz fund to include other types of music or entertainment, the Union can put on concerts only when a \$1 or less admission is charged and the concert is co-sponsored. Hank Roberts raised the question as to what the limits of programs are that the Union can co-sponsor with Concerts and Lectures. At the present time, it is just jazz. This motion would help to develop other areas of entertainment. To clarify the point of "...these programs must be initiated by the Union Board of Governors." The program is for students, planned by students, and put on for student use. The question was raised as to the danger of this fund becoming another Union Board budget. It would not become a Union Board budget.

Motion is carried.

- 3) Dick Johnson reported that the Dukes of Dixieland will not be able to appear on May 20. It was suggested that Barbara Johnson contact the Coffman Musicale committee and consider other possibilities for the same day or some other date. Pierre Meyer stated that there is not too much going on in the Music area on May 14, 21, or 20.
- 4) Sharon Goldman, Fine Arts area director, was called on to give her area report. She reported that Martha Van Alstine, chairman of Arts and Crafts, has resigned. This quarter the Arts and Crafts Studio have presented various demonstrations plus the usual five workshops. On Thursday, the Arts and Crafts committee will present the Noon Program which will be a mosaic movie. The Fine Arts Lounge has had a full program this quarter. The sculpture show that is presently displayed will be replaced on Wednesday by a contemporary Italian music exhibit. Sharon stated that the Fine Arts Lounge has had a well-rounded program during the winter quarter.

4

Focus has also had an especially good quarter. The chairman of Focus has also resigned and there is no one at the present time to replace her. Focus has presented eight programs this quarter and are presently looking for a speaker for the Creative Arts Festival. Dick Johnson asked Sharon if she would report on the results of the Summer Opportunities Fair which was put on by Focus, All-U Congress, and the YWCA. This was a three-day event and Focus was in charge of publicity. Sharon felt that the over all planning was good but could have been better. There was an attendance of about 400 at each program. Sharon felt that this fair is a good idea and should be held next year.

Cindy Hooper, Noon Programs area director, was called on to give her area report. Cindy reported that programs for spring quarter are presently being worked on. They are trying to get some current movies for programs, and are planning some programs outside when the weather improves. There are several openings next quarter for noon programs. Cindy stated that most of the programs for winter quarter have been quite successful and attendance was up this quarter. Sunday Programming has no committee as yet. Every Sunday from 3:00-5:00 there has been a jazz group in the Grille. Two weeks ago, there was an attendance of about 170 and last week an attendance of 150. The Ad Agency is doing a good job on publicity and WMMR is broadcasting live from the Grille. The Noon Programs display is up this week.

- 5) Dick Erickson, Dick Johnson, and Don Finlayson will be going over the program budget requests on Thursday, March 12. They would like to have all budgets in by Tuesday, March 10. Dick Johnson stressed the importance of having these requests in. An outlay of what your plans are for next quarter, how you are going to pay for expenditures, where your money is going for the rest of the year, etc. should be included. This pertains to all committees. Mr. Starr stated that it is not too early to be thinking about the budgets for next year, especially in the way of programs.
- 6) Dick Johnson reminded Board members to turn event reports in. No merit awards will be given unless these reports are in. Each area director is to have an end-of-the-quarter evaluation. Personnel evaluations are due Wednesday, March 4, 1959.

Public Relations Report

- 1) Barb Johnson gave the Public Relations report for Dick Mier. The matchbooks should be here by March 13.
- 2) The Spring Quarter Open House will be held on April 18-19. The Games Festival, a dance on the 18th with Tony Grise', and a free symphony concert and combined coffee hour will be held during this weekend. Board members were asked to get plans ready for this open house. There should be something from each area. All ideas or suggestions should be turned in by the first Board meeting during the spring quarter.

- 3) The plans for the spring quarter bookcovers relate to the Creative Arts Festival.
- 4) If any committee wants a feature story or publicity on an event on the State of the Union page next quarter, leave a note in Linda Whitney's box in Room 231. She wants to set up a schedule for the next quarter.
- 5) The Union Board provides the hosts and hostesses for the President's Reception which will be March 19. It would be appreciated if Board members would help out at this event.

Personnel Committee Report

- 1) Dick Stanford passed out the Committee Handbook which area directors are to distribute to their committee chairmen. There will, eventually, be enough for the committee members. This book contains leadership techniques, various procedures, tells committee chairmen and members where to go when help is needed, etc. President Erickson stated that each Union Board member and chairman will be held responsible for the material in this booklet.
- 2) Dick Stanford also passed out the committee evaluation reports. They are due the second or third week of spring quarter. Area Directors should visit committee meetings and look for specific things. Some of the committees have not yet turned in their personnel lists. This is a University regulation which must be fulfilled. For those committees that have not turned in a list, a letter will be sent to the committee chairman with carbon copies to the area director, President Erickson, Mr. Starr, and Don Finlayson. These lists should have been in months ago. Anybody working on a committee must be approved by Student Activities Bureau. If the lists are not turned in immediately, the only other choice is to drop the committee.
- 3) The Personnel Bureau is planning a personnel party which will follow a dinner meeting of the Board sometime during the first part of spring quarter. This will be an informal get-together with some type of entertainment.
- 4) Personnel evaluations are due this week. Area directors should be objective when evaluating committee members and chairmen.
- 5) The Personnel Committee will not carry on an extensive recruiting program at the beginning of spring quarter because of the election campaign during spring. At this time, the Union will have ads in the Daily, the State of the Union page, 10-15 bulletins each day on WMMR, posters, and displays. Board members were urged to remind committee members that all committee chairmanships are open. All chairmans that want to stay on next year must be reinterviewed. (The spring election date has not been set as yet but should be ready by the next Board meeting.)

House and Finance Committee Report

- 1) The Lutheran Student Fellowship request to use Room 320 for spring quarter was approved.
- 2) The blueprint of the marquee was passed around to the Board members. In the Arts and Crafts Studio, there is a model of the architect's proposed fine arts display area.
- 3) There is \$46,000 designated for improvements of the front corridor and \$52,000 on reserve in the Union renovation budget.
- 4) Bob Erickson (reporting for Dick Walter) passed out a comparison between Brunswick and AMF bowling equipment as suggested at last week's meeting.

Motion ^{R-61} K-1321

It was moved that the \$16,000 set aside for the bond payment, but which is not due this year, be left in the renovation budget.

Seconded.

Discussion followed.

The comparison passed out was based on 12,000 lines per machine per year. It was pointed out that if the machines were purchased, they could pay for themselves over an estimated period of six to seven years. The only cost would be operating expense and maintenance. Mr. Starr pointed out that the University favors owning their equipment. Bob Erickson pointed out that depreciation would be a factor if the equipment was purchased. A testing company reports that Brunswick would have to be replaced after 25 years. The question was raised as to the maintenance of the equipment. When the equipment is purchased, a tool and repair kit is usually purchased at the same time. Hank Roberts raised the question as to whether or not we know we will get the money back. Mr. Starr pointed out that the income would be used for operation of the Student Center and if they did not have this income to replace the present food income, they would probably have to ask for assistance. It was pointed out that the \$16,000 was needed for our own renovation budget and it was felt that we could not afford to donate an additional \$16,000. It was also pointed out that capital improvements are in a separate budget when Mr. Aisen raised the question as to whether or not the \$16,000 could be put into an expansion fund if we preferred.

Motion ^{R-62} K-1322

It was moved that a roll call vote be taken on motion K-1321.

Seconded and carried.

Dave Vangen	aye	Cindy Hooper	aye
Priscilla Orme	aye	John Rachie	no
Jane Quale	aye	Hank Roberts	aye
Mimi Baasen	no	Dick Johnson	aye
Bob Erickson	aye	Vernon Ausen	no
Barbara Johnson	aye	Dr. G. Gordon Kingsley	no
Sharon Goldman	aye	Douglas Wolfangle	no
	Dick Stanford	aye	

Motion K-1321 carried.

Old Business

1) The Board decided to leave the Campus Carnival as it stands until the next Board meeting even though there will not be much time left to plan an activity or concession. Board members should be thinking of ideas and suggestions on what can be entered in the Campus Carnival.

New Business

R-63

Motion K-1323

It was moved that the Board approve making over one of the billiard tables, number 16, during the break between quarters.

Seconded and carried.

Announcements

The next meeting will be at 4:30 in Room 346 the first week of spring quarter, March 31, 1959.

The meeting was adjourned at 6:45. Dinner followed in Room 355.

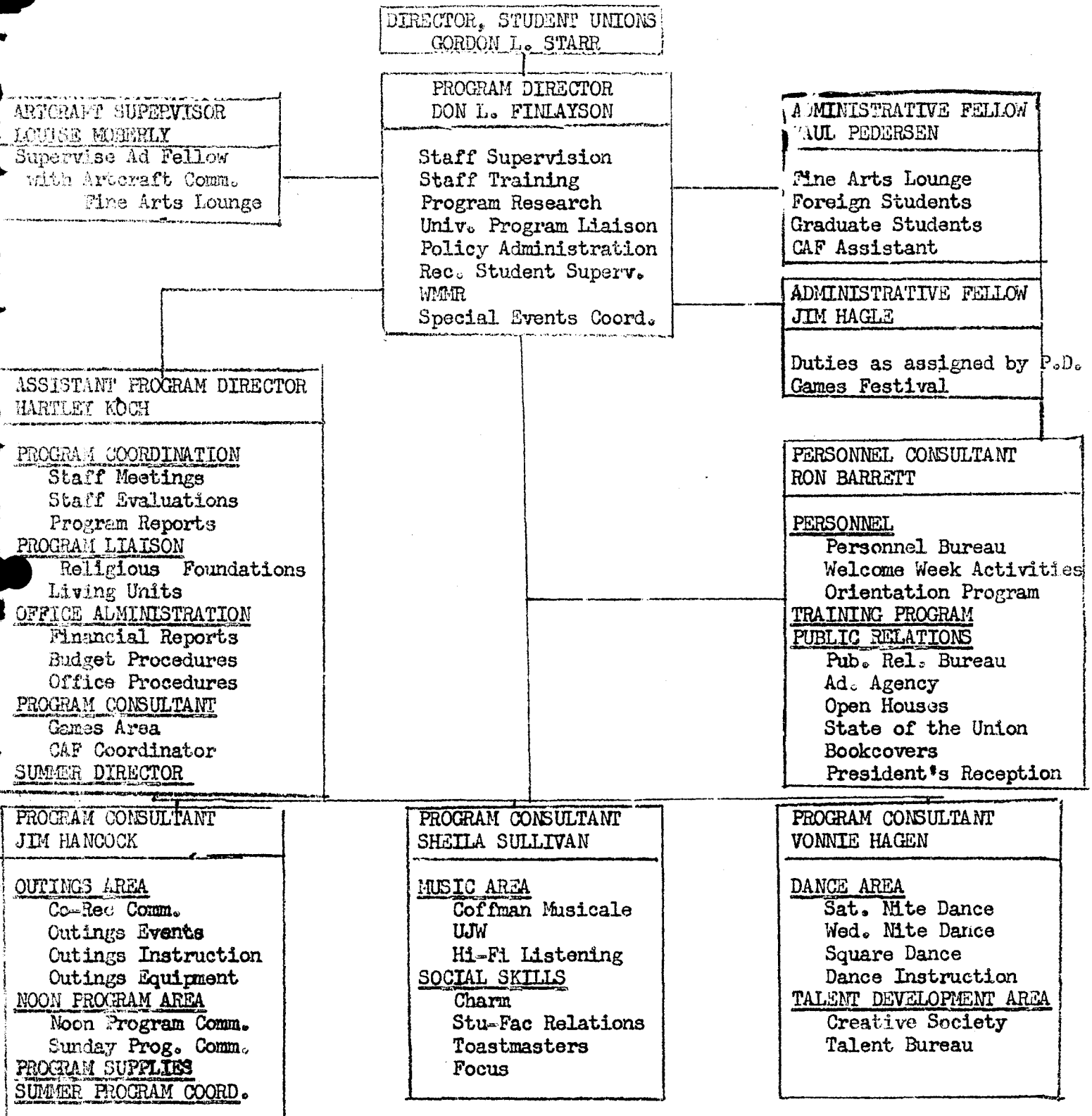
Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:bb

Coffman Memorial Union
University of Minnesota

PROGRAM STAFF ASSIGNMENTS SPRING QUARTER, 1959



UNION BOARD STANDING COMMITTEES
REPRESENTING MR. STARR

PROGRAM
DON FINLAYSON

PERSONNEL
RON BARRETT

PUBLIC RELATIONS
RON BARRETT

Coffman Memorial Union
University of Minnesota
Creative Arts Festival
May 10-23, 1959

PERSONNEL ROSTER

Union Consultants:

Hartley Koch (Senior Program Consultant) CMU 230, ex. 126-127
Paul Pederson CMU 230, ex. 126-127

General Chairman:

Pierre Meyer 1815 University Ave. s.e. FE 2-0853 or FR 1-5986

Coordinators and Student and Department Representatives
(S = Student Representative D = Department Representative)

THEATER ARTS

Coordinator- Bill Frekleton 320 4th St. s.e., FE 9-2626

Union Comm.

Variety Dance- Frances Hill JU 8-2533
Square Dance- Dave Nordvall FR 1-2522
Saturday Night Dance- Beverly Watts WA 6-0167
Creative Society- Kay Aler FE 9-0651
Talent Bureau- Karen Cravens WA-6-6130

University Dept.

Theater- Dr. Arthur Ballet 4 Shevelin Hall, ex. 6374 (D)
Shirley May (S)
Physical Education, Women- Miss Jean Burgess 165 Norris Gym
ex. 6736 (D)

MUSIC

Coordinator- Jose Serebrier Scott Hall 107, ex. 342 Or FE 6-7440

Union Comm.

Hi-Fi Listening- Ed Smith FE 1-2764
Union Jazz Workshop- Woody Whitbach PA 9-7020
Coffman Musical- Sandi Kinyon TA 4-8786

University Dept.

Music- Dr. Paul Oberg 107 Scott Hall, ex. 342-6596 (D)
Russell Walsh FR 1-3693 or Univ. ex. 351

SCIENCE AND ENGINEERING

Coordinator- Dave Ristau 2164 Juliet Ave. St. Paul, MI 8-3649

University Dept.

Architecture- John Myers 310 Engineering B., ex. 6856 (D)
Institute of Technology- Dr. Elmer Johnson 133 Engineering B.,
ex. 6275 (D)
Medical Illustrations- Miss Inga Platou 534 Mayo Hosp.,
ex. 2791-2792 (D)

GRAPHIC ARTS

Coordinator- Bill Haight 3750 Colorado Ave., WE 9-7184

Union Comm.

Fine Arts Lounge- Diane Katz Comstock Hall, FE 9-0651
 = Art Craft Studio- Joan M. Lindquist TA 2-4530

University Dept.

Art- John Dahl Northrup Memorial Auditorium 310, ex. 6200 (D)
 Northrup Gallery- John Dahl
 Art Education- Clifton Gayne 105 Jones Hall, ex. 266-6635 (D)
 Related Arts Area (Home Ec.)- Susan Wadd Baily Hall, MI 5-9241 (S)

LITERATURE

Coordinator- Chuck Busch 1815 Univ. Ave. s.e., FR1-5986

Union Comm.

Focus (Humanities Forum)- Barbara Wittles ~~JA~~ JA 1-1780
 Student-Faculty- Jan Boss MI 9-4431

University Dept.

English- Dr. Robert Moore 313 Folwell Hall, ex. 566 (D)
 Robert Reid ~~FR~~ FR 7-2369 (S)
 Library- Miss Eileen Michels 307 Northrup M. A., ex. 7037 (D)
 Concert and Lectures- Paul Peterson 232 Northrup M. A.,
 ex. 429-409 (D)

PUBLICITY

Coordinator- Ben Kaufman 314 10th Ave. s.e., FE 8-8864

Union Comm.

WMMR- Cheryl Prescher FE 3-5918
 AD Agency- John Herman CMU, ex. 6176
 Public Relations- Linda Whitney WA 2-5467

University Dept.

KUOM- Al Varner FE 9-5992
 University News Service*- Marcia Roos 214 Administration B.,
 ex. 6700-6847
 Minnesota Daily- Gene Morstad 10 Murphy Hall, ex. 6255
 Ivory Tower-

SPECIAL AREAS

Coordinator- Barb Benton 544 west Comstock Hall, FE 9-0651

Union Comm.

Noon Programs- Marna Nelson Sanford Hall, FE 9-0935
 Charm- Beth Mulligan TA 4-0926
 Toastmasters- Bob Neale PA 4-8914
 Personnel Bureau- Jane Antoine Comstock Hall, FE 9-0651
 American-Foreign Students- Judy McDonald Comstock Hall,
 FE 9-0651

COFFMAN MEMORIAL UNION
BOARD OF GOVERNORS

AGENDA
March 31, 1959

- I. President's Report---Dick Erickson
 - 1) Executive Committee approval of Janne Yaggy for chairman of Focus
 - 2) Spring Quarter Calendar
- II. Program Committee Report
 - 1) Spring Budget
 - 2) Attendance Report
 - 3) Games' Area Tournaments
 - 4) Co-sponsorship Approval
 - 5) Noon Programs Schedule
 - 6) Creative Arts Festival---Pete Meyer
- III. Personnel Committee Report---Jane Quale
 - 1) Two Day Orientation
 - 2) Merit Reception
- IV. Public Relations Committee Report---Dick Mier
 - 1) See your ash tray
- V. House and Finance Committee Report---Dick Walter
- VI. Expansion and Development---Dave Vangen
- VII. Old Business
- VIII. New Business
 - 1) Union Jazz Workshop---Contest Entry
- IX. Announcements
- X. Adjournment

UNION BOARD OF GOVERNORS
 Noon Programs Committee
 Program Schedule - Spring, 1959

All programs are 11:30-12:20 and 12:30-1:20 in CMU, Main Ballroom unless otherwise indicated.

- | | |
|----------------|---|
| March 30, Mon. | 12:30 Augsburgs "Jungle Wonders" - Dept. of Concerts & Lectures |
| 31, Tues. | Movie - Fascism, "The Twisted Cross" |
| April 1, Wed. | Movie - Communism, "The Red Nightmare" |
| 2, Thurs. | (11:30 Convocation Northrop Aud. - Louis Untermeyer, poet)
12:30 OPEN |
| 3, Fri. | OPEN |
| 6, Mon. | Hi Fi Listening |
| 7, Tues. | Movie - "Mr. Sun" Bell Telephone Science Service |
| 8, Wed. | Coffman Musicale |
| 9 Thurs. | (11:30 Convocation, Northrop Aud. - Movie "Germany", Alfred Wolff)
12:30 OPEN |
| 10 Fri. | Union Jazz Workshop |
| 13 Mon. | Charm Style Show |
| 14 Tues. | (11:30 Convocation, Northrop Aud. - Jesse F. Cornish, author)
12:30 OPEN |
| 15 Wed. | Movie - "Moby Dick" |
| 16 Thurs. | (11:30 Convocation, Northrop Aud. - Nina Dova, Guitarist & singer)
12:30 OPEN |
| 17 Fri. | Games - National Intercollegiate Table Tennis Tournament |
| 20 Mon. | Hi Fi Listening |
| 21 Tues. | Movies - Far East Program |
| 22 Wed. | Union Jazz Workshop |
| 23 Thurs. | Convocations - Coffman Union Main Ballroom
11:30 Olga Coelho, Brazilian folk singer and guitarist
12:30 Gerhardt Seeger, Consultant to German Ambassador,
"Retreat from Germany" |
| 24 Fri. | Coffman Musicale - Harry Weber, folk music |
| 27 Mon. | Hi Fi Listening |
| 28 Tues. | Movies - European Travel Program |
| 29 Wed. | Coffman Musicale |
| 30 Thurs. | (11:30 Convocation, Northrop Aud. - Edward Berryman, organist)
12:30 OPEN |

* It is suggested that all possible programs for the remainder of the quarter be arranged for the Terrace but will be moved to the MBR in case of inclement weather.

- | | | |
|-------|--------|--|
| May 1 | Fri. | Union Jazz Workshop |
| 4 | Mon. | Hi Fi Listening |
| 5 | Tues. | Movies - U. S. Travel Program |
| 6 | Wed. | Coffman Musicale |
| 7 | Thurs. | (11:30 Convocation, Northrop Aud. - Gov. Freeman, 50th Anniv. School
of Nursing)
12:30 OPEN (Terrace only) |
| 8 | Fri. | Talent Bureau - State-wide Talent Search, Semi-Finals |
| 11 | Mon. | Creative Arts Festival |
| 12 | Tues. | CAF |
| 13 | Wed. | CAF |
| 14 | Thurs. | (11:30 Convocation, Northrop Aud. - Dr. Ralph Bunche, U.N.)
12:30 CAF |
| 15 | Fri. | (Terrace only) CAF |

18	Mon.	CAF
19	Tues.	CAF
20	Wed.	CAF Style Show
21	Thurs.	(11:30 Convocation, Northrop Aud. - Cap and Gown Day) 12:30 CAF
22	Fri.	CAF - State-wide Talent Search, Finals
25	Mon.	Hi Fi Listening
26	Tues.	Coffman Musicale - University Concert Band
27	Wed.	OPEN
28	Thurs.	OPEN
29	Fri.	OPEN
June 1	Mon.	OPEN
2	Tues.	OPEN
3	Wed.	OPEN
4	Thurs.	OPEN
5	Fri.	OPEN

* Requests for scheduling programs or any additions or corrections to this schedule should be directed to Jim Hancock, program consultant, 229 Coffman Union or Ext. 7185.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

MEMORANDUM TO: Union Board of Governors and Staff

FROM: Dick Erickson

SUBJECT: Spring Quarter Calendar

The following dates should be kept in mind as our Spring Quarter calendar will be guided by them.

April 4 through 17	Filings for Board
*April 7	Board meeting--4:30 with dinner following
*April 14	Board meeting, Leadership Institute for new Board candidates
April 15 and 16	Campus Elections
April 17 and 18	State Games Festival; National Table Tennis Tournament
April 19	Free University Concert; Coffee Hour with Dorati; Quiz Bowl
April 17,18,19	UBOG Open House
*April 21	Board meeting
April 21 and 22	Interviews with Board candidates
April 23	Appointments announced (RAH!)
*April 28	Board meeting; New Members Attend Board meeting, Merit Reception
May 3	Board Retreat
*May 5	Board Meeting with new members; Dinner following
May 10	Dedication of St. Paul Student Center
May 10-23	Creative Arts Festival (Much gaiety)
*May 12	Board Meeting, Election of New Officers
May 15, 16, 17	Big Ten Conference at University of Iowa
*May 19	Board meeting
May 23	Beaux Arts Ball, Big Blast for Board members and staff following
*May 26	Board Meeting

P.S. Also of "minor" importance:?

Mr. Starr and Mr. Finlayson will be gone the week of April 6 - 12 for the Association of College Unions' meeting at Miami, no less (BOO!); however, the rest of us will have no holiday as Hart Koch, Dick Gatchell, and I will be here to crack the whip. (BOO also)

3/31/59

bb

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT March 19, 1959

AREA	ADJUSTED BALANCE March 12	INCOME	EXPENSE	BALANCE March 19
DANCE AREA				
Instruction	\$ 90.00	0	\$ 368.59	- 278.59
Sat. Nite Dance	81.00	0	100.80	- 19.80
Variety Dance	- 45.00	0	116.03	- 161.03
Square Dance	0	0	156.06	- 156.06
FINE ARTS AREA				
Fine Arts Lounge	528.30	0	0	528.30
Focus	372.85	0	11.98	360.87
Art-Craft Studio	57.30	0	72.00	- 14.70
Photo Comm.	9.90	0	0	9.90
GAMES AREA				
Tournaments	227.19	0	12.40	214.79
Demonstra. & Inst.				
Big Ten Tournament				
Sports Festival				
MUSIC AREA				
Coffman Musicale	427.50	0	13.73	413.77
Hi Fi Listening	45.00	0	8.97	36.03
Union Jazz Workshop	752.40	0	.64	751.76
NOON PROGRAM AREA				
Noon Programs	238.26	0	0	238.26
Sunday Programs	180.00	0	20.51	159.49
OUTINGS AREA				
Outings Events	209.76	0	2.25	207.51
Co-Rec	76.85	0	0	76.85
SOCIAL SKILLS AREA				
Charm	292.50	18.00	240.00	70.50
Student Faculty	256.50	0	6.91	249.59
American-Foreign Stud.	135.00	0	0	135.00
Toastmasters	42.00	0	0	42.00
Graduate Student	135.00	0	0	135.00
TALENT DEVELOPMENT				
Creative Society	157.50	0	0	157.50
Creative Arts Festival	1134.00	0	0	1134.00
Talent Bureau	192.50	0	6.96	185.54
WMMR-Promotion	168.15	0	27.50	140.65
WMMR-Operation	- 812.27	0	33.25	- 845.52
PROGRAM DEVELOPMENT				
Program Expansion	536.20	0	0	536.20

AREA	ADJUSTED BALANCE March 12	INCOME	EXPENSE	BALANCE March 19
PUBLIC RELATIONS				
Ad Agency	\$ 81.15	0	0	81.15
Union Movie	200.00	0	0	200.00
Union Relations	248.31	0	28.17	220.14
Book Covers	238.23	0	0	238.23
Brochures	409.48	0	0	409.48
Newsletter	0	0	0	0
Gopher	0	0	0	0
UNION BOARD ACTIVITIES				
Big Ten Convention	200.00	0	0	200.00
Board Activities	334.05	0	0	334.05
Merit Reception	750.00	0	0	750.00
Personnel	234.00	0	0	234.00
Open Houses	216.88	0	0	216.88
Leadership Training	224.51	0	54.14	170.37
Fall Retreat	0	0	0	0
Spring Retreat	0	0	0	0
Leadership Institute	0	0	0	0
Alumni Party	0	0	0	0
CONTINGENCY FUND	369.64	0	0	369.64
SPECIAL EVENTS REVOLVING FUND	1205.99			1205.99
Ski Train	0	0	0	0
Sno Ball	0	0	0	0
PROGRAM ADMINISTRATION				
Supplies	45.00	0	9.40	35.60
Telephone	113.76	0	31.27	82.49
Postage	54.00	0	0	54.00
Travel	329.71	0	0	329.71
Equipment	174.71	0	0	174.71
Training Equipment	135.00	0	0	135.00
Misc. 2% overhead & phy. plant	475.34	0	0	475.34
TOTALS	11,528.15	18.00	1,321.56	10,224.59

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

WINTER QUARTER 1959
PROGRAM ATTENDANCE REPORT

AREAS	1958			1959		
	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.
DANCE AREA						
Saturday Nite Dance	-	-	-	4	805	201
Wednesday Nite Dance	7	1173	167	8	3044	381
Square Dance	9	1467	163	8	948	117
Dance Instruction	15	1349	89	24	1919	80
TOTALS		3989		44	6716	
FINE ARTS AREA						
Fine Arts Lounge	5	3262	652	5	7425	1485
Focus	6	1500	250	8	2033	254
Craft Shop—Registered	10 wks.	1120	112	11 wks.	1450	132
Special Craft Events	2	40	20	6	309	52
Instruc. & Wksps.	-	-	-	7 wks.	121	17
TOTALS		5922		37	11338	
GAMES AREA						
Billiards	9	123	13			
Bowling	6	673	112			
Bridge	7	126	18			
Chess	2	320	160			
Table Tennis	7	1599	228			
Demonstrations				2	778	389
Instruction				21	408	19
Tournaments				8	1679	210
TOTALS		2841		31	2865	
MUSIC AREA						
Musicales	3	2439	813	6	3528	605
Listening Hours	-	-	-	13	7296	561
Union Jazz Workshop	4	1640	410	6	3050	508
TOTALS		4079		25	13974	
NOON PROGRAM						
Movies, Misc.	25	14645	585	10	6316	632
Sunday Programs	-	-	-	8	1029	129
TOTALS		14645		18	7345	
OUTINGS						
Rover Meetings and Trips	18	513	28	4	62	16
Co-Rec Nites	-	-	-	4	331	83
Outing Events	-	-	-	1	25	25
TOTALS		513		9	418	

WINTER QUARTER ATTENDANCE

1958

1959

AREAS	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.
SOCIAL SKILLS						
Charm	12	3148	262	11	4235	385
Student-Faculty	7	410	58	4	303	76
American-Foreign Student	2	813	406	3	590	197
Toastmasters	8	120	15	9	638	71
Graduate Students	2	370	185	1	200	200
TOTALS		4861		28	5966	
TALENT DEVELOPMENT						
Creative Society	17	830	48	2	260	130
Talent Bureau	3	3230	1076	3	3339	1113
WTR	15	3663	244	6	1527	255
TOTALS		7723		11	5126	
SPECIAL EVENTS						
Ski Train	1	105	105	3	1247	416
Sno Week Production	1	700	700	-	-	-
Sno Ball	1	375	375	1	850	850
Open House	1	325	325	-	-	-
Louis Armstrong	1	4922	4922	-	-	-
TOTALS		6427		4	2097	
PUBLIC RELATIONS						
Coffee Hours	-	-	-	3	625	208
Presidents Reception	-	-	-	1	400(est.)	400
TOTALS				4	1025	
PERSONNEL						
Coke Hours	-	-	-	4	80	20
Leadership Seminars	-	-	-	3	60	20
TOTALS				7	140	
GRAND TOTALS	206	51,000	247	218	56,326	258

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of March 31, 1959

Members Present:

Mimi Baasen, Dick Erickson, Pris Orme, Jane Quale, Hank Roberts, Barbara Johnson, Bob Erickson, John Rachie, Cynthia Hooper, Sharon Goldman, Dave Vangen, Dick Walter, Dick Mier, Vernon Ausen, Gordon Starr.

Members Absent:

Dick Johnson, Dick Stanford, Douglas Wolfangle, Dr. G. Gordon Kingsley, Dr. Martin Snoke, Dr. Theodore Fanske.

Others Present:

Pete Mayer, Rochelle Singer, Daily Representative, Don Finlayson, Ron Barrett, Barbara Bowman.

The meeting was called to order at 4:30 in Room 346. The minutes from the previous meeting were approved as presented.

President's Report

- 1) President Erickson reported that the Executive Committee has approved Janne Yaggy as chairman of Focus.
- 2) A spring quarter calendar was placed in the Union Board folders. President Erickson reminded Board members that on Monday, April 6, filings for the Board will take place. Every person who fills out an application will be interviewed even if on the board this year. The committee that will do the interviewing will be made up of Dick Erickson, Dick Johnson, one member from All-U Congress, one member appointed by Mr. Willey, and one member from the Dean of Students. Dick reminded Board members that it would be wise for them to look for people who might be interested in the Board and also ones who may be interested in taking over the respective areas of the Board members. President Erickson also noted that on April 14, following the meeting, there will be a leadership institute for new Board candidates which will consist of a session with people who are interested in the Board and telling them what it is about and what to expect.

Dick Erickson urged any Board member who will be here next year to attend the Big Ten Conference at the University of Iowa.

It was noted that the Board Retreat to be held on May 3rd is not an all-day affair but will be held during the afternoon. This event will be held in the new St. Paul Student Center.

- 3) President Erickson reported that he had received a letter from the regional representative for the National Student Association. The regional meeting for the National Student Association will be held at St. Thomas College from April 10 - 12. Board members who may be interested were urged to attend this meeting which will consist of various workshops. All applications must be in by April 7.

- 4) A letter was passed around for Board members to sign thanking Dr. Benjamin Lazan for the color television set which was donated to Coffman Memorial Union.

Program Committee Report

- 1) Cindy Hooper gave the Program Committee Report for Dick Johnson. The Program Financial Report as of March 19, 1959, was passed out. (A copy of this report is attached to the minutes.)
- 2) The attendance report for winter quarter was passed out. The attendance for the first two quarters of this year has already equaled the full three quarters of last year. (A copy of this report is attached to the minutes.)
- 3) John Rachie reported on the Games Area Tournaments. He reported that in the nationwide tournament in billiards, Minnesota came in sixteenth. In the bowling tournament, Minnesota came in third. James Nixon, freshman, won an opportunity to bowl in the National Intercollegiate Bowling Tournament in St. Louis on April 9th, with all expenses paid. The bridge tournament results have not been returned to Coffman Union as yet.
- 4) The American Foreign Students Committee and the Foreign Student Council are co-sponsoring an international festival on April 4-5, in the main ballroom of Coffman Union. The festival will include a supper made up of foreign foods, a variety show, and slides.
- 5) A schedule of noon programs for spring quarter was presented by Cindy Hooper. There are a few dates open which should be taken advantage of.
- 6) Pete Meyer reported on the progress of the Creative Arts Festival. Pete reported that a tentative schedule for the brochure should be submitted by April 3rd from each area. The brochure is being worked on and will be sent to the printer on April 17th. The brochure will be ready for distribution on May 4 and the preview date for press releases will be May 5. Pete passed around to the Board the Creative Arts Festival emblem, designed by Bill Haight, which will be used this year. Mr. Starr stated that he received a letter from Terry Olafson, former Board president and first chairman of the Creative Arts Festival. Terry would like to receive a program of the Creative Arts Festival this year.
- 7) The brochure for the Minnesota College Art Show was passed out. All the colleges in Minnesota have received copies of this brochure. Each college submits two entries and three prizes are awarded. First prize will be \$100, second prize \$75, and a third prize of \$50. The first, second, and third prize will be purchased by Coffman Union. This art show will be at Coffman Union during the Creative Arts Festival and then will travel throughout the state.
- 8) John Rachie was called on to give the Games Area report. John reported that the area is getting along very well; however, there is some

trouble concerning finances in the bowling team. The replies for the Games Festival have not been coming in as expected. From the few that have come in, the replies are indefinite or state that they will not be attending the festival.

Personnel Committee Report

Jane Quale presented the Personnel Committee report for Dick Stanford.

- 1) On Tuesday evening, April 28, the Merit Reception will be held immediately following the Board meeting at 6:00 in the Campus Club. The reception will follow the banquet at 6:00. Mr. Willey will be the main speaker and Mr. Middlebrook will be the guest of honor. Invitations will be sent to committee chairmen, committee members, and Union Board members.

R-64

Motion K-132h

It was moved that Gerald Engstrom be approved as chairman for the Beaux Arts Ball.

Seconded and carried.

- 2) The Personnel Committee will have a party on Wednesday, April 15, from 7:30 - 10:00 in Room 320. This party will be for committee chairmen, committee members, and Board members. Board members were urged to talk about this party among their committee chairmen and committee members.
- 3) Privilege cards will be in the area directors' boxes by Friday. These cards should be distributed as soon as possible so they can be used for upcoming events.
- 4) Mr. Starr raised the question as to whether or not the students are seeing all of the building during the winter and spring orientation. It was pointed out that there is more concentration fall quarter on orientation and not enough on winter and spring quarters. President Erickson pointed out that at the beginning of winter quarter the Union Board co-sponsored a coffee hour for new students with the S.L.A. Board. This coffee hour was very successful. At this time, some of the facilities of the Union were explained. This same type of event was hoped to be held this quarter but was canceled because of lack of participation.

Public Relations Committee Report

- 1) Dick Mier passed out the agenda for the advertising and promotion clinic to be held on April 9, 1959. Each committee will send one or two representatives. Dick pointed out that Jim Hagle and Jerry Hursh have sent out about 700 invitations to the various organizations on campus. This clinic should prove very worthwhile.

R-65

Motion K-132h

It was moved that \$65 from the Public Relations budget be transferred to the Advertising and Promotions Clinic budget.

Seconded and carried.

- 2) The Union Board open house will be held on April 19. All plans and ideas should be in Dick Mier's box by Thursday, April 2.
- 3) The new book matches were on display.

House and Finance Committee Report

- 1) The House and Finance Committee approved the request for the use of the Men's Lounge on December 11 for the College Education Conference from 8:00-4:30. The Israeli-American Council requested the use of Room 315 for the 5th hour on Tuesdays which was also approved, and the Wesley Foundation requested the use of Room 345 on Tuesdays and Thursdays which was approved.
- 2) Dick Walter reported that an estimate of \$5,170 was made in regard to enlarging the toilet facilities in the bowling lanes. These funds will come from the Renovation Fund since it is a permanent fixture.

Expansion and Development Report

- 1) Dave Vangen announced that a questionnaire on Regional News had been sent out and the results were very good. With the help of Jim Herring, the Regional News Letter will soon be out.
- 2) An outline on the Expansion and Development Committee report has been completed. Mr. Ausen is now working on a population study in relation to the colleges to be located on the West River area and the interests of those students as related to the O'Brien Report.
- 3) There are three matters about which the Expansion and Development Committee will want the Board's opinion. These are bag lunch rooms, decentralized lounges, and multiple-use rooms. The multiple-use rooms might include one area used as meeting rooms, one area as study rooms, and one for bag lunches. Mr. Starr was then called upon to give the background on the use of the commuter's area.

At the time Coffman Memorial Union was completed, the University made the decision that Food Service would be operated by University Services. The cost of maintaining the North Star and Skid-U-Mah rooms has been taken care of by the Union. As this is a service to the students within the building, it was felt to be a function of the Board. The student population has outgrown the North Star Room which results in the use of the main ballroom for commuters. In terms of the future expansion, we should ask ourselves if we feel that this service and expense is a function of the Board?

Concerning the matter of decentralized lounges, Mr. Starr reported that in a study that was made by Dr. Caplow it was noted that over 40 per cent of the students in Folwell Hall came over to the Union about once a week, probably for a special meeting or program. In Folwell Hall there is one area which has been assigned as the Graduates Common Room. Mr. Starr raised the question of whether or not we should plan decentralized lounges to be located in various parts of the campus. A real question is, "Can we be of more service to students by having this type of facility?" There are many questions concerning a plan of decentralized lounges such as supervision of the lounges, how these lounges will be furnished, who will pay for the upkeep, maintenance, etc. If we consider a plan of decentralized lounges, we must also consider how this plan relates to the responsibilities of the Board. We must ask ourselves if we think decentralized lounges are a function of the Union Board of Governors?

As stated in the constitution, the purpose of the Union organization is to provide for recreational, cultural, and social activities. With the removal of the post office boxes from the present North Star Room, it was thought that this area would be used for commuters' lunches and activities. This was found to be impractical. While the philosophy of the Union has been to encourage students to study, we have discouraged them from studying in the lounges and recreation areas. The exception has been the North Star Room where we have found that this area might best serve as a study and commuter's lunchroom. The Expansion and Development Committee have been thinking in terms of a specially-designed room which could be used for studying during the morning hours, commuter's lunches at noon, and meeting rooms in the late afternoon and evening. Now the basic question which the Expansion and Development Committee would like the opinion of the Board on is whether or not they think that a multiple-purpose room for studying, bag lunches, and activities falls within the jurisdiction and function of the Union Board?

Dave Vangen asked that each of the Board members think about these questions so that we can come to some conclusions at the next meeting and that this matter can be reported back to the Expansion and Development Committee.

Director's Report

- 1) Mr. Starr assigned Sheila Sullivan as the staff representative to the Big Ten Conference on May 15, 16, and 17 at the University of Iowa.

- 2) Mr. Starr introduced Ron Barrett, Program Consultant, to the Board and stated that we are very happy to have Ron back at the Union.
- 3) The St. Paul Student Center will open as of Monday, April 16. Some of the furnishings are not complete as yet but food service will be operating. Mr. Starr pointed out that he recently reviewed a 15-year building program that was set up in 1946. This program includes a Village Union, renovation of Coffman Union, a student center, an addition to Coffman Memorial Union, and a camp. Mr. Starr pointed out that with the completion of the Student Center, the third step will have been completed. He also reminded Board members of the dedication of the St. Paul Student Center on May 10.
- 4) The April issue of the Association of College Unions bulletin is posted in the Union Board office. Board and staff members were urged to read this bulletin because of the many interesting and helpful facts published.
- 5) The report to SCSA is due on Friday, April 10.
- 6) The Coffman Union matchbooks will be selling two for 1 cent, the same as the other matches, which will help defray the cost of having them printed.
- 7) Mr. Starr reported that a son, David Earl, was born to Earl and Helen DeJonge on March 29.

Old Business

- 1) Dick Walter raised the question as to the progress of the committee working on parking facilities for Board members during the day before 6:00. President Erickson reported that this was assigned to the Executive Committee and will be worked on.
- 2) Mimi Baasen raised the question as to the name of the band for the Beaux Arts Ball. Don Finlayson stated that replies are coming in from the bands that were contacted.

New Business

- 1) Barb Johnson reported that the Midwest College Jazz Festival will be held at Notre Dame. Sixteen colleges are sending representatives and the Union Jazz Workshop is planning to send a combo to represent the University of Minnesota. There will be a cash award of \$200 to the winner and the possibility of an engagement in Chicago. A staff member will accompany the four musicians to this contest.

Motion ^{R-66} ~~1326~~

It was moved that the Jazz Workshop Contest entry be financed by using \$100 from the Jazz Workshop Committee fund budget and any additional funds would come out of the co-sponsorship budget with Concerts and Lectures.

Seconded. Discussion followed.

Barb Johnson pointed out that this would be good public relations for the University. The jazz workshop committee has put money into the fund so they feel that they are justified in taking money out.

Motion is passed.

^{R-67}
Motion K-1327

It was moved that any winnings from this contest be used to replenish this jazz co-sponsorship fund.

Seconded and carried.

Announcements

- 1) Don Finlayson pointed out that the recent attendance figures should not be skipped over lightly since this is the biggest year the Union has ever had.
- 2) Bob Erickson reported that the Outdoor-Equipment Rental took in \$78.50 last week which was their first operating week.
- 3) Mr. Starr thanked Dick Erickson for the fine job that he has done and the other Board members who are always willing and ready to serve. Mr. Starr also stressed the importance of the Board members working with the committees, particularly with the Creative Arts Festival.
- 4) The next meeting will be on Tuesday, April 7, at 4:30 in Room 346 with dinner following in Room 355. If it is impossible to be present, kindly let Mr. Starr's office know since a reservation has been made for you.

The meeting was adjourned at 6:10.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

GLS:bb

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT March 19, 1959

AREA	ADJUSTED BALANCE March 12	INCOME	EXPENSE	BALANCE March 19
DANCE AREA				
Instruction	90.00	0	368.59	= 278.59
Sat. Nite Dance	81.00	0	100.80	= 19.80
Variety Dance	= 45.00	0	116.03	= 161.03
Square Dance	0	0	156.06	= 156.06
FINE ARTS AREA				
Fine Arts Lounge	528.30	0	0	528.30
Focus	372.85	0	11.98	360.87
Art-Craft Studio	57.30	0	72.00	= 14.70
Photo Comm.	9.90	0	0	9.90
GAMES AREA				
Tournaments	227.19	0	12.40	214.79
Demonstra. & Inst.				
Big Ten Tournament				
Sports Festival				
MUSIC AREA				
Coffman Musicale	427.50	0	13.73	413.77
Hi Fi Listening	45.00	0	8.97	36.03
Union Jazz Workshop	752.40	0	.64	751.76
NOON PROGRAM AREA				
Noon Programs	238.26	0	0	238.26
Sunday Programs	180.00	0	20.51	159.49
OUTINGS AREA				
Outings Events	209.76	0	2.25	207.51
Co-Rec	76.85	0	0	76.85
SOCIAL SKILLS AREA				
Charm	292.50	0	240.00	70.50
Student Faculty	256.50	0	6.91	249.59
American-Foreign Stud.	135.00	0	0	135.00
Toastmasters	42.00	0	0	42.00
Graduate Student	135.00	0	0	135.00
TALENT DEVELOPMENT				
Creative Society	157.50	0	0	157.50
Creative Arts Festival	1134.00	0	0	1134.00
Talent Bureau	192.50	0	6.96	185.54
WMMR-Promotion	168.15	0	27.50	140.65
WMMR-Operation	= 812.27	0	33.25	= 845.52
PROGRAM DEVELOPMENT				
Program Expansion	536.20	0	0	536.20

AREA	ADJUSTED BALANCE March 12	INCOME	EXPENSE	BALANCE March 19
PUBLIC RELATIONS				
Ad Agency	\$ 81.15	0	0	81.15
Union Movie	200.00	0	0	200.00
Union Relations	248.31	0	28.17	220.14
Book Covers	238.23	0	0	238.23
Brochures	409.48	0	0	409.48
Newsletter	0	0	0	0
Gopher	0	0	0	0
UNION BOARD ACTIVITIES				
Big Ten Convention	200.00	0	0	200.00
Board Activities	334.05	0	0	334.05
Merit Reception	750.00	0	0	750.00
Personnel	234.00	0	0	234.00
Open Houses	216.88	0	0	216.88
Leadership Training	224.51	0	54.14	170.37
Fall Retreat	0	0	0	0
Spring Retreat	0	0	0	0
Leadership Institute	0	0	0	0
Alumni Party	0	0	0	0
CONTINGENCY FUND	369.64	0	0	369.64
SPECIAL EVENTS REVOLVING FUND	1205.99			1205.99
Ski Train	0	0	0	0
Sno Ball	0	0	0	0
PROGRAM ADMINISTRATION				
Supplies	45.00	0	9.40	35.60
Telephone	113.76	0	31.27	82.49
Postage	54.00	0	0	54.00
Travel	329.71	0	0	329.71
Equipment	174.71	0	0	174.71
Training Equipment	135.00	0	0	135.00
Misc. 2% overhead & phy. plant	475.34	0	0	475.34
TOTALS	11,528.15	18.00	1,321.56	10,224.59

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

WINTER QUARTER 1959
PROGRAM ATTENDANCE REPORT

AREAS	1958			1959		
	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.
DANCE AREA						
Saturday Nite Dance	=	=	=	4	805	201
Wednesday Nite Dance	7	1173	167	8	3044	381
Square Dance	9	1467	163	8	948	117
Dance Instruction	15	1349	89	24	1919	80
TOTALS		3989		44	6716	
FINE ARTS AREA						
Fine Arts Lounge	5	3262	652	5	7425	1435
Forum	6	1500	250	8	2033	254
Craft Shop--Registered	10 wks.	1120	112	11wks.	1450	132
Special Craft Events	2	40	20	6	309	52
Instruc. & Wksp.	=	=	=	7 wks.	121	17
TOTALS		5922		37	11338	
GAMES AREA						
Billiards	9	123	13			
Bowling	6	673	112			
Bridge	7	126	18			
Chess	2	320	160			
Table Tennis	7	1599	228			
Demonstrations				2	778	389
Instruction				21	403	19
Tournaments				8	1679	210
TOTALS		2841		31	2865	
MUSIC AREA						
Musical	3	2439	813	6	3528	605
Listening Hours	=	=	=	13	7296	561
Union Jazz Workshop	4	1640	410	6	3050	508
TOTALS		4079		25	13974	
NOON PROGRAM						
Movies, Misc.	25	14645	585	10	6316	632
Sunday Programs	=	=	=	8	1029	129
TOTALS		14645		18	7345	
OUTINGS						
Rover Meetings and Trips	18	513	28	4	62	16
Co-Rec Nites	=	=	=	4	331	83
Outing Events	=	=	=	1	25	25
TOTALS		513		9	418	

WINTER QUARTER ATTENDANCE

1958

1959

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Talent Bureau	3	3230	1076	3	3339	1113
WIFR	15	3663	244	6	1527	255
TOTALS		7723		11	5126	
SPECIAL EVENTS						
Ski Train	1	105	105	3	1247	415
Sno Week Production	1	700	700	-	-	-
Sno Ball	1	375	375	1	850	850
Open House	1	325	325	-	-	-
Louis Armstrong	1	4922	4922	-	-	-
TOTALS		6427		4	2097	
PUBLIC RELATIONS						
Coffee Hours	-	-	-	3	625	208
Presidents Reception	-	-	-	1	400(est.)	400
TOTALS				4	1025	
PERSONNEL						
Coke Hours	-	-	-	4	80	20
Leadership Seminars	-	-	-	3	60	20
TOTALS				7	140	
GRAND TOTALS	206	51,000	247	218	56,326	258

Tentative Schedule
Creative Arts Festival

May 10 - 13

Event	Place	Time
Entire two-week period		
Minnesota College Art Show	Fine Arts Lounge CMU	all day
Annual Minnesota Student Art Show	Northrup Gallery	all day
Related Art Area Art Show	2nd floor CMU	all day
Architecture Dep't. Show	3rd floor Engineering	all day
#####		
Sunday ##### May 10		
Theater- "Uncle Vanya"	Women's Lounge CMU	8:00 pm
Faculty recital		
Joyce Zastrow	Scott Hall Audit.	8:30 pm
Dedication Day Dance	St. Paul Union	
Monday May 11		
CAP Edition of the Ivory Tower	Main Ballroom CMU	11:30-12:30
Hi-Fi Listening Hour	Women's Lounge CMU	3:30
Poetry Reading Coffee Hour	Women's Lounge CMU	8:00 pm
"Uncle Vanya"	First Congregational Church	8:30 pm
Chamber Singers Concert		
Tuesday May 12		
Music Hour	Scott Hall A.	11:30
Medical Illustration Demonstration	Main Ballroom CMU	11:30-1:30
Opera Lecture	Men's Lounge CMU	3:30
Student-Faculty Tea	Women's Lounge CMU	3:30
Chorelairs Concert	Main Ballroom CMU	8:00-10:00pm
Wednesday May 13		
Day of Jazz (5 groups)	Terrace ##### CMU	11:30-4:30
Union Jazz Workshop Coffee Hour	Women's Lounge CMU	3:30
Kai Winding Septet Concert	Ballroom CMU	8:30
Opera Lecture	Men's Lounge CMU	3:30

Thursday May 14

Mens Glee Club Concert
 Opera Lecture
 Poetry and Jazz Session

Ballroom CMU 12:30 pm
 Men's Lounge CMU 3:30 pm
 Rooms 315 and 320 CMU 8:00-11:00 pm

Friday May 15

State Art Show Coffee Hour
 Opera Lecture
 Metropolitan Opera Company
 "Don Giovanni"
 Newman Club Cardinal Players
 "The Boyfriend"

Women's Lounge CMU 3:30 pm
 Men's Lounge CMU 3:30 pm
 Northrup Auditorium 8:00 PM
 Newman Club Theater 8:30 pm

Saturday May 16

Metropolitan Opera Company
 "Fledermaus"
 "Cavalleria Rusticana"
 followed by "Pagliacci"
 Opera Company Picnic
 "The Boyfriend"

Northrup Auditorium 1:30 pm
 Northrup Auditorium 8:00 pm
 Mall (CMU Ballroom) after
 Newman Club Theater "Fledermaus" 8:30

Sunday May 17

Metropolitan Opera Company
 "Carmen"
 Folk Dance Festival
 Student Recital
 JudyDunn
 "The Boyfriend"

Northrup Auditorium 2:00 pm
 Main Entrance CMU 7:00-10:00 pm
 Scott Hall 8:30 pm
 Newman Club Theater 8:30 pm

Monday May 18

American-Foreign Student Festival
 "The Boyfriend"

Ballroom CMU 7:00-11:00 pm
 Newman Club Theater 8:30 pm

Tuesday May 19

Music Hour
 Minnesota-Mining and Manufacturing
 Graphic Arts Display
 English Coffee Hour - "Volpone"
 Joint Concert - Glee Clubs and Chorus
 Theater Operetta "Ruddygore"

Scott Hall 11:30
 Room 320 CMU 11:30-1:30
 Women's Lounge CMU 3:30pm
 Northrup M. A. 8:30 pm
 Terrace CMU 8:00 pm

Wednesday May 20

Charm Style Show
 Movie- "Volpone"
 Architecture Coffee Hour
 Operetta "Ruddygore"

Ballroom CMU 11:30-1:30
 Ballroom CMU 3:00 pm
 Women's Lounge CMU 3:30 pm
 Terrace CMU 8:00 pm

Thursday May 21

Focus - Discussion on
Great Books
Operetta - "Ruddygore"
Crchesis - Modern Dance Show

Women's Lounge CMU 3:30 pm
Terrace CMU 8:00 pm
Norris Gym 8:30 pm

Friday May 22

State-wide Talent Contest
Talent Bureau Coffee Hour
University Band Concert
Crchesis - Modern Dance Show
Student Recital
Mary Ann Kuettner

Ballroom CMU all day
Women's Lounge 3:30 pm
Northrup Audit. 8:30 pm
Norris Gym 8:30 pm
Scott Hall 8:30 pm

Saturday May 23

Crchesis - Modern Dance Show
Beaux Arts Ball

Norris Gym 8:30 pm
Ballroom CMU 8:00 pm

To: All Creative Arts Festival Representatives

From: General Chairman, CAF

This the tentative information which will be included in the official Creative Arts Festival Brochure. It will be sent to the printer on Thursday, April 16. If you have any corrections or additions which you would like to make, please notify the CAF committee either by writing to the committee at Room 230, Coffman Memorial Union or by phoning Hartley Koch, program consultant, at extension 126, Coffman Memorial Union. Any information received after 12 noon on Thursday can not be included in the brochure.

INFORMATION SHEET ON DAY OF JAZZ

The theme of the presentation is "Day of Jazz."

The Day of Jazz is part of the Creative Arts Festival, which runs from May 10 through May 23, 1959.

The Date of the Day of Jazz is May 13, 1959 - Wednesday.

Five local groups will play in the afternoon on the Union Terrace.

The five local groups include Harry Blons, Herb Pilhofer, the Bob Kunin Sax Quartet, Jack Cohan and Stan Hagesag.

The five groups will begin their presentations at 11:30 a.m., and continue through 4:30 p. m.

The Kai Winding Septet is the feature group of the Day of Jazz.

Kai Winding is a leading national recording group.

Kai Winding will appear in the evening from 8:30 to 10:30 in the Main Ballroom.

The Kai Winding Septet features four trombones.

The Kai Winding Septet has appeared at Birdland in New York, Chicago's Blue Note, and has been booked by several local clubs and ballrooms.

The Day of Jazz is being sponsored by the Union Board of Governors.

The Day of Jazz is being presented by the Union Jazz Workshop committee of UBOG.

Funds to back the program are coming from a special fund set up during the Jazz for Moderns Concert last Fall Quarter, when the Union Board of Governors combined efforts with the Department of Concerts and Lectures to bring Dave Brubeck, The Four Freshmen, the Sonny Rollins Trio and Maynard Ferguson to campus. The event packed Northrop Auditorium.

The overall cost of the Day of Jazz is about \$2,000.

The Musicians Union is backing the groups giving the afternoon presentations.

The president of the Union Board of Governors is Dick Erickson, IT senior.

The chairman of Union Jazz Workshop is Pete Schneman, SIA sophomore.

The First Day of Jazz was held in Spring of 1957, and featured Erroll Garner.

The Second Day of Jazz was held in Spring of 1958, and featured the Australian Jazz Quintet.

Both of the past Days of Jazz saw attendance figures of over 4,000.

Crowds as large or larger are expected again this year.

Plans for this year's Day of Jazz were begun last Spring Quarter.

Contract arrangements with the bands had to be made months in advance.

Much time is required for making of contracts, agreements with the Musician's Union, publicity planning, parking arrangements for the Jazz groups appearing, physical arrangements for pianos, chairs, music stands, lighting, seating, etc.

Complications such as bands becoming unavailable, employees being unavailable, poor weather, lack of committee members, funds, etc., can make planning difficult.

There have been few difficulties of the major sort in making arrangements this year's Day of Jazz. Have enough committee members, funds, employees, facilities, etc.

Planning for the Past Days of Jazz has facilitated making arrangements this year.

If it rains, or is otherwise inclement, the afternoon groups will move inside to the Main Ballroom. This has required double booking of facilities, but preparations for the elements must be made.

Planning for the event will be completed about one week before the event.

Future Creative Arts Festivals will undoubtedly see Day of Jazz presentations.

Current plans are to have a special jazz or other presentation in the Fall to raise funds for a free presentation again in the Spring. Plans for the Fall presentation will be begun almost immediately after the Day of Jazz.

The Day of Jazz is an unusual feature as a major entertainment presentation at any college, and was originated here at the University of Minnesota by the Union Board of Governors and its Union Jazz Workshop committee. Other schools have taken up similar programs, but of lesser scope.

(GET GOOD QUOTES FROM THE COMMITTEE AND STAFF MEMBERS IN THE INFORMATION CENTER.)

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
AGENDA

April 7, 1959

- I. President's Report---Dick Erickson
 - 1) Student Leadership Seminar--Duluth

- II. Program Report---Dick Johnson
 - 1) Free Concert--Barb Johnson
 - 2) Area Reports
 - 3) Creative Arts Festival

- III. House and Finance--Dick Walter

- IV. Public Relations---Dick Mier
 - 1) Advertising and Promotions Clinic
 - 2) Open House

- V. Personnel---Dick Stanford
 - 1) Merit Reception

- VI. Expansion and Development---Dave Vangen
 - 1) Union's responsibility for Lunchrooms
 - 2) Union's responsibility for Decentralized Lounges
 - 3) Union's responsibility for Study Rooms

- VII. Old Business

- VIII. New Business

- IX. Announcements

- X. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 7, 1959

Members Present:

Dick Erickson, Pris Orme, Hank Roberts, Barbara Johnson, Bob Erickson, John Rachie, Sharon Goldman, Dick Mier, Dick Johnson, Dick Stanford, Dr. Martin Snoko, Vernon Ausen

Members Absent:

Mimi Baasen, Jane Quale, Cynthia Hooper, Dave Vangen, Dick Walter, Douglas Wolfangle, Dr. G. Gordon Kingsley, Dr. Theodore Fenske, Gordon Starr

Others Present:

Rochelle Singer---Daily Representative, Dick Getchell, Barbara Bowman

The meeting was called to order at 4:45 in Room 346. The minutes from the previous meeting stand approved as presented.

President's Report

- 1) President Erickson reported that he received a letter from the University of Minnesota--Duluth Branch, the Kirby Student Center inviting students to attend their second annual student leadership seminar on April 17, 18, and 19. Paul Bloland from the Minneapolis campus will take part in this seminar. The registration fee is \$2.50 and all applications must be in by April 10. President Erickson urged Board members to attend this event.
- 2) Dick Erickson reported that applications are still being taken for the Senate Committee on Student Affairs. Tuesday evening, April 7, is the last night that applications will be accepted. President Erickson stated that one member from the Board should be on this committee. He felt they would find it interesting and worthwhile.
- 3) Board filings for appointed members opened last Monday, April 6. Board members were urged to continue to look out for new candidates who have the needed qualifications for the Union Board.

Program Committee Report

- 1) Barb Johnson reported on the free symphony concert on April 19 from 3:00 to 5:00 p.m. She reported that it will be held in Northrop Memorial Auditorium in conjunction with the Department of Concerts and Lectures and the Minneapolis Orchestra Association in recognition of the 40th anniversary of the University Artists Course. Coffman Musicale is in charge of distributing the tickets. Tickets are available at the information desk in Coffman Union and also on the St. Paul Campus.

Kathryn Simpson, winner of an artist's course scholarship, will be the guest soloist. After the concert, a closed reception will be held in the Union. Invitations to this reception are being sent. The question was raised as to why the reception was a closed one and not open to all students. Dick Erickson reported that this seemed to be a violation of the co-sponsorship policy and will be looked into.

- 2) Dick Johnson reported that James Lombard showed some interest in having a picnic-type reception for the metropolitan cast between the two operas. Pierre Meyer would like to include this in the Creative Arts Festival but there is a problem of financing this reception. Hank Roberts raised the question as to who would be at this reception. It would be for the cast and people interested in meeting the cast. The Union would pay for the cast's dinner. Dick Mier pointed out that last year a spaghetti dinner was held and was served to outsiders. The Public Relations Bureau will look into this matter.
- 3) Hank Roberts was called on to give the Dance Area report. He reported that dance instruction is set up for beginning, intermediate, and advanced students. The first intermediate lesson was held on Tuesday, April 7. The Saturday Night Dance is holding a trial record dance this Friday, April 10. Hank also reported that a chairman is needed for the Square Dance Committee. Variety dance will hold its first Wednesday night dance on April 8. The average attendance for Wednesday Night Dances during the past quarter was 381 compared to last year's winter quarter figure, 167. Hank reported that the Beaux Arts Ball is progressing. A contract with Les Elgart is in the process of being signed and returned at the cost of \$2500. This amount is over what was originally planned for the cost of the band, but Dick Johnson stated that cost could probably be cut down on advertising and other areas.

Sharon Goldman gave the Fine Arts Area report. She reported that Janne Yaggy was appointed new chairman of Focus. Focus is working on the opera workshops. She also reported that the Continuation Center is planning on having four opera workshops which will cost \$3.50 per workshop. The first Union opera workshop will be conducted by James Lombard four days prior to the opera. The Fine Arts Lounge is working on the Minnesota College Art Show which is coming along quite well. Entries are being received from various Minnesota colleges. This show will be displayed at colleges in Minnesota for about two weeks at each college. After the show has been at all the colleges, (which takes about a year) it will return to Minnesota and the first, second, and third place winners will be purchased by the Union. The Minnesota College Art Show will be at Minnesota during Creative Arts Festival week. The Art Craft Studio workshops are filling up for the spring quarter.

- 4) Dick Erickson commended Pete Meyer for the good job he is doing on the Creative Arts Festival.
- 5) John Rachie reported that the Games Festival has been called off.
- 6) Dick Johnson announced that the Program Committee will meet every Tuesday at 1:30 in Room 227.

Public Relations Committee Report

- 1) Dick Mier reported that \$85 was taken out of the Brochure budget for a dance area brochure.
- 2) Dick Mier reported on the progress of the Open House. Four areas have submitted ideas on what they plan to do. They are: Fine Arts area--Sharon Goldman, Social Skills area--Jane Quale, Music area--Barb Johnson, and WMR. Hank Roberts mentioned the possibility of having a dance instruction demonstration during the intermission of the dance held during the open house. It was also suggested that the Outing Events area plan an equipment display. John Rachie reported that the Games area was thinking of having some kind of recognition for those who have won various tournaments during the year. Dick Erickson suggested that the Games area plan something to encourage the use of the Billiard Room on weekends. It was also pointed out that there are several different brochures which can be distributed during the open house. On the Saturday night of the open house, a jazz concert put on by a combo is planned from 7:30 until 9:00 and a dance is planned from 9:00 until 12:00. The tentative plan is to have these two events on the Terrace if weather permits.
- 3) On April 9 from 3:30 until 9:30 the Advertising and Promotions Clinic will be held. Board members were urged to have each committee send at least one representative to this clinic. Dick Mier commended Jim Hagle for the time and effort he has put into this event.

Personnel Committee Report

- 1) Dick Stanford urged Board members to tell their committee members and chairmen of the Personnel Bureau Party to be held on April 15 from 7:00 p.m. until 10:00 p.m. in Room 320. This party is especially for committee chairmen and committee members. The theme of the party will be Union labor. Entertainment will consist of a combo for dancing, a Board trio made up of Dick Erickson, Bob Erickson, and Dick Johnson, Dick Getchell will do a soft show routine, Don Finlayson will give the first bursitis piano solo, and Vonry Hagen and Dick Stanford will present a record pantomime. The Personnel Bureau would like to have any other Board members perform who are interested.

- 2) Tuesday evening, April 28, following the Board meeting at 6:00, the Merit Reception will be held. This will consist of a banquet in the Campus Club with the reception following in the fifth floor lounge. All of the students who have appeared on the fall or winter quarter rosters, the members of the Expansion and Development Committee, and all staff members and their guests will be invited. There will be a 20-minute entertainment program. The major portion of the evening will consist of the presentation of key awards. Certificate awards will also be presented. The guest speaker will be Mr. Malcolm Willey, and the guest of honor will be William T. Middlebrook. On Tuesday, April 7, nominations for those awarded key awards took place. If any Board member can think of anyone they would like to be considered for a key award, please put their name in Dick Stanford's box by 2:30 on Friday, April 10. Also, if there are any names that are not on the rosters that should be, please contact Dick Stanford.
- 3) Dick also reported that the Personnel Committee is now receiving chairmanship applications. Dick urged Board members to watch for outstanding committee members or chairmen who may make good Board members or students who would like to serve on committees.

Expansion and Development Committee Report

President Erickson raised the question for discussion to the Board as to the responsibility of the Union and the Board for providing bag lunch rooms similar to the North Star Room and the Ski-U-Mah Room. Dick Mier felt that it is one of the main responsibilities of the Board. He pointed out that if lunch room facilities were taken away from the students, we would lose many of the people that come to the Union. It was pointed out that maintenance and space are the two main expenses concerning this matter. Dick Johnson raised the question as to whether or not inquiry has been made with Food Service about taking over the commuter's lunchrooms.

The question was also raised as to whether or not the Expansion and Development Committee itself has made any recommendations. It was pointed out that this committee wants to know the Board's reaction before they go ahead with any recommendations. Dick Mier stated that the Expansion and Development Committee would be more qualified to answer the problem of who should operate the commuter's lunchrooms.

Discussion on decentralized study rooms also took place. Dick Mier pointed out that departments in the building should take care of lounges and study rooms. He does not think it is the Union's responsibility to maintain lounges and study rooms in other buildings. Some of the Board members felt that the lounges and lunchrooms should be left in the Union because of programming, etc.

John Rachie pointed out that since the motto of the Union is "Everyone meets in the Union" decentralized lounges and lunch-rooms would tend to make people stay away from the Union. Mr. Ausen pointed out that it is the policy of the University not to provide lounges for the students with the exception of the Union. It is felt that the money received from the legislature should not be used for building lounges. Mr. Ausen pointed out that if the Board feels it is their responsibility to build decentralized facilities, they will have to raise several thousands of dollars. Dick Stanford pointed out that the S.L.A. Board is already providing decentralized study rooms in several buildings. Mr. Ausen pointed out that the demand for study rooms is the greatest when students are in classes and more facilities will be needed in the future. One of the Board members pointed out that there should be a place for students to meet (other than the Union) so they don't have to walk over to the Union if they are on the other side of the campus. It was pointed out by Bob Erickson that the Union should provide lunchroom facilities, but it is against the basic policy of the Union to provide study facilities. Pris Orme raised the question as to whether or not the other Big Ten Unions provide study rooms. President Erickson pointed out that every Union is set up differently administratively.

^{R-68}
Motion K-1328

It was moved that the Union Board state their interpretation of the policy of the Union that the provision of study rooms is not a responsibility of the Union.

Seconded and carried.

The other items of discussion are still in the process of being discussed and some decisions will be reached at a later date.

Announcements:

- 1) Bob Erickson announced that a horseback riding party with a dance following will be held on Saturday, April 18. This event is being planned by the Outing Events Committee.
- 2) The next meeting will be held on Tuesday, April 14, at 4:30 in Room 346.

The meeting was adjourned at 6:15. Dinner was held in Room 355.

Respectfully submitted,

Richard P. Getchell
(for Gordon L. Starr)
Recording Secretary

THE "YOU" IN THE UNION

Coffman Memorial Union Orientation Film

OUTLINE

OBJECTIVES

- I. To orient entering University of Minnesota freshmen to:
 - A. Coffman Memorial Union's role in University life.
 - B. Key activities and important educational and recreational resources of the Union.
- II. To explain to parents:
 - A. The role and function of Coffman Memorial Union in the campus lives of their children.
 - B. The creative and mature guidance available to their children here at the University in off study hours.

TECHNIQUE

- I. Objectives are to be achieved through development of a story line (plot) principally involving two entering freshmen:
 - A. SANDY CARMICHAEL, a girl from a small town who plunges into the campus social whirl.
 - B. HAL O'BRIEN, a student from the Twin Cities who plunges into his studies to the exclusion of practically all social and recreational activities.
- II. By creating strong emotional interest-- identification-- in the campus lives of these two students, the image is developed of the Union as an instrument of important and basic changes in their understanding of the aims of education here at the University.

DEVELOPMENT

- I. Establish the following elements:
 - A. The characters of SANDY and HAL as people.
 - B. The physical presence and campus relationships of the Union.
 - C. The point-of-view and mood of the film.
 - D. Anticipation and involvement of the audience with the story.

II. The Union and what it does:

- A. A selective, though comprehensive and illustrative summary of the broad range of Union functions and activities dramatized by examples running from chess, bowling and art exhibits through committee work, arts and crafts, etc.

III. How the Union operates:

- A. The student governing and policy functions.
- B. The creative guidance of the professional staff.

IV. The images of the social whirly bird (SANDY) and the academic grind (HAL), and their respective problems.

V. Through participation in Union activities and functions HAL and SANDY discover:

- A. Themselves and each other.
- B. Some of the important aims of education.
- C. The key role of the Union in helping students at the University achieve a well-rounded education.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS

AGENDA

April 14, 1959

- I. President's Report--Dick Erickson
- II. Program Committee Report--Dick Johnson
 - 1) Creative Arts Festival--Pete Meyer
 - 2) Open House--Dick Mier
 - a. Jazz Concert--Barb Johnson
 - b. Symphony Concert Reception--Barb Johnson
 - c. Saturday Night Dance--Hank Roberts
 - d. Sunday Program--Cindy Hooper
 - e. Games Area--John Rachie
 - 3) Table Tennis Tourney
 - 4) Programming Policy
- III. Personnel Committee Report--Dick Stanford
 - 1) Personnel Party
 - 2) Merit Reception
- IV. Public Relations Committee Report--Dick Mier
- V. House and Finance Committee Report--Dick Walter
- VI. Expansion and Development--Dave Vangen
 - 1) Recommendations
 - 2) Report
- VII. Director's Report--Mr. Starr
 - 1) National Conference
- VIII. Old Business
- IX. New Business
- X. Announcements
- XI. Adjournment

bb

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 14, 1959

Members Present:

Dick Erickson, Pris Orme, Hark Roberts, Barbara Johnson, Bob Erickson, Sharon Goldman, Dick Mier, Dick Johnson, Dick Stanford, Mimi Baasen, Jane Quale, Cynthia Hooper, Martin Snoke, Vernon Ausen, Gordon Kingsley, Gordon Starr

Members Absent:

John Rachie, Dave Vangen, Dick Walter, Douglas Wolfangle, Theodore Fenske

Others Present:

Rochelle Singer, Pete Meyer, Gordon Young, Don Finlayson, Barbara Bowman

The meeting was called to order at 4:30 in Room 346. The minutes from the previous meeting were approved as presented.

President's Report

- 1) President Erickson pointed out to the Board that there has been some concern on how the six elected Board vacancies are going to be filled since the spring elections, originally scheduled for the 16th of April have been temporarily cancelled. Dick pointed out the several ways that these six positions can be filled. We could have a separate election, wait until All-U Congress has elections, or have all fifteen of the members to the Board appointed by the appointment committee. Dick Erickson and Mr. Starr talked these suggestions over with Mr. Willey. It was thought that it is both unwise and against the Constitution to appoint all fifteen members to the Board. President Erickson pointed out that the schedule is set up to give the newly elected and appointed Board members a few meetings with the present Board so that they can see how the Union Board meetings run. It was pointed out that the fifteen Board members should be in office soon enough for them to partake in training sessions. President Erickson called for discussion on this matter.

It was suggested to go ahead with the nine appointment interviews next week and wait to see what will happen on the spring election problem. Bob Erickson pointed out that the Board may be better off if they have their own election. Dick Stanford felt that the Board should nominate for election the people who have already applied for the Board and go through the election procedure. Mr. Starr pointed out that since this matter affects the entire Board, the viewpoints and thinking of all the members on the Board should be included. Dick Stanford pointed out that in having six positions open in an uninteresting election, we may get six people who are not qualified to fill the vacancies. It was pointed out that four of the present Board members got on the Board through campus elections. Dr. Snoke brought out the fact that there will be other Boards in the same state as the Union Board and if there are individual elections for each Board at different times, it will be somewhat confusing to the students in general.

There will also be the problem of getting effective publicity. It was suggested to run a type of coordinated election with the other Boards concerned with the same problem. Dr. Snoke pointed out that since there is only two or three weeks difference in time, some readjustment of the schedule could be made. Dr. Snoke also brought up the point that in probably a week or ten days, there will be some indication of a time schedule. Mr. Ausen stated that he felt the Board should wait to see what develops on the election problem. Hank Roberts suggested that the Union Board get in contact with other Boards on campus who are in the situation as the Union Board and form some type of federation to stage a campus wide election. One of the Board members suggested that the State of the Union page in the Daily could carry the message of the role of the Union Board member. Dick Stanford stated that he felt that the Board should seriously consider a new way of bringing in a new Board because he does not think campus elections are a good method. President Erickson pointed out that we should be concerned with the problem at the present time.

^{R-69}
Motion K-1329

Bob Erickson moved that the Board get in contact with other Boards and prepare to have an election within two weeks if All-U Congress does not hold an election, and that appointments for the Board be postponed until after this election has been held.

Seconded. Discussion followed.

Dick Johnson raised the question as to whether or not interviews will be held at the scheduled time. This will be left up to the discretion of the Executive Committee and they will tie this in with campus elections. Dr. Snoke pointed out that the two-week time limit may be too rigid. It will probably take a week or ten days for All-U Congress to resolve their Constitution. He also pointed out that if the Union moves ahead in two weeks to hold an election, considerable amount of work will have to be done. Dr. Snoke suggested that a time limit be left to the discretion of the Executive Committee. It was also pointed out that before a time limit is set, we should find out what the other Boards are planning to do. Dick Johnson pointed out that there is a great amount of work and considerable time would have to be spent on having a separate election.

^{R-70}
Motion K-1330

It was moved to amend the previous motion by striking out the words "two weeks" and read, the time limit be left to the discretion of the Executive Committee.

Seconded, Discussion followed.

Dick Mier stated that he does not feel a two week limit should be set, but the Executive Committee should go to other Boards with the idea that it be a short time which may spur them onto action.

Motion K-1330 carried.

Motion K-1329 (original) as amended by Motion K-1330 carried.

President Erickson thanked the Board members for their cooperation and commended them for the fine way in which they handled this problem.

Jane Quale raised the question as to how people will know whether or not they should file for election or if they have been appointed. President Erickson stated that they will have to file for both.

President Erickson urged Board members to find people to apply for appointment and elections. He stated that some very good people have already applied, but not very many boys have applied so far.

Program Committee Report

- 1) Pete Meyer reported on the Creative Arts Festival. A tentative schedule for the Creative Arts Festival was passed out. Pete reported that programs which come in before May 10 will be included in the program. The complete schedule which will be printed in the brochure will go to press this Friday, April 17. After this date, late programs will not be included in the brochures, however, there will be publicity other than the brochure. Pete pointed out that there is a Noon Program opening on Thursday, May 14, for one hour, and an opening on Monday, May 18.

R-71
Motion K-1331

Dick Johnson moved that a policy be established, whereby the Union Board of Governors may contract program features beyond its term of office, provided that the programs considered be designated as special events.

Seconded. Discussion followed.

Dick explained that the situation has arisen many times when during the time of one Board's term, an opportunity will come whereby an entertainer, lecturer, etc. can be contracted for the coming year.

Motion is carried.

- 2) Dick Johnson discussed the symphony reception which will be held Sunday, April 19. Because of limited space, the reception has been termed a "closed reception," however, no one will be turned away at the door and no identification will be necessary to get in. All Board members have received special invitations in the mail.

- 3) Area Reports

Mimi Baasen was called upon to give the Talent Development area report. She reported that the Talent Bureau is planning the State-Wide contest for the Creative Arts Festival. Letters have been sent, but the replies have not been too good. A second letter is in the process of being sent at the present time. Among the groups that have answered affirmatively is the St. Thomas Dixieland Band. The Creative Society will be presenting "Uncle Vanya", a poetry reading coffee hour, and an operetta during the Creative Arts Festival. WMMR has a staff meeting on Tuesday, April 14, during which time awards will be presented. WMMR now has an automatic

programmer, which was built by Dave Carlson, WMMR engineer. With this programmer, an engineer or announcer is not needed. WMMR would like to broadcast 24 hours a day and this automatic programmer will enable them to do so. Sales are up for WMMR, and Mimi reported that attendance at the latest remote, which was held at Centennial Hall, was over 1,000. Mr. Starr raised the question as to whether or not WMMR is covering the St. Paul Campus extension and the hospital. Mimi reported that WMMR is in the St. Paul dormitories, including the new Bailey Hall, but she has not heard anything about the hospital.

Gordy Young reported on the Games area for John Rachis. Gordy reported that the National Intercollegiate Tournament will be held on Saturday only because of poor response. Mr. David Clarren, national champion bridge instructor, has been contracted for \$12 per person for Union bridge instruction. Jim Nixon, freshman, finished fifth in the AUC Intercollegiate Bowling Tournament. Louis Conrad, also of Region VII, finished second.

Director's Report

- 1) Mr. Starr reported that the national conference report will be postponed until the next meeting when more information will be available.
- 2) Mr. Starr pointed out that last Sunday, the Grille had an income of \$7.00. A minimum of \$15.00 is required for help. We will have to pay more attention to this matter.
- 3) There is a limited number of tickets for the College Bowl which will be given out at the information desk at 8:00 on Wednesday, April 15. Mr. Starr commended Jerry Hursh and the Ad Agency for the fine job that they did on publicity for the Quiz Bowl.
- 4) A House and Finance Committee meeting was not held this week. The committee has the plans for the curtains and frames which will be reported on next week.
- 5) Mr. Starr reported that in the past number of years, speakers have been placed on the terrace for programming purposes. These speakers have been rented at the price of \$11 each. Speakers can be purchased at the price of \$55 each which would be taken out of the administrative budget. The speakers would be available immediately.

R-72
Motion K-1332

It was moved that the Union purchase two speakers at \$55 each or the total of \$110.

Seconded and carried.

Personnel Committee Report

- 1) The personnel party which is informal will be held on Wednesday, April 15. Kay Jordan is the chairman of this party.

- 2) Dick Stanford reported that the Merit Reception invitations have been sent. Mr. Willey has consented to be the main speaker. Members of the Expansion and Development Committee, people who have appeared on the fall, winter, and spring personnel rosters, Daily writers, those who have served on the special committees, and new personnel have been invited. The Personnel Committee made its final selection of those receiving key and certificate awards. These will be announced at the Board meeting of April 28, but will not be announced to the winners until the Merit Reception.

Public Relations Committee Report

- 1) Dick Mier reported that the Games area will have a table tennis tournament and a bulletin board display. The Outings area will have a miniature golf course which will be set up on Thursday and run through Sunday which will be free. Dick also reported that the next State of the Union page will be devoted to the Open House. Publicity is going very well. Hank Roberts reported that Bob Leighton will be playing for the dance held during the Open House, this Saturday, April 18. Intermission entertainment will include dance instruction exhibition, a quartet, the rockettes, and other attractions. Dick Mier urged Board members to tell the committee chairman and committee members about the Open House.

Expansion and Development Committee Report

- 1) A report, written by Mr. Ausen, was distributed to Board members. President Erickson pointed out that Mr. Ausen has devoted a considerable amount of time to writing this report and working on the committee. Mr. Ausen read the report, which serves as background for the committee, to Board members. It was pointed out that because of the distribution of students and departments, the future University will create many different problems for Union programming and services that the Union provides. It was pointed out that a considerable amount of work was done at the last meeting and the help of the Union Board will be needed for ideas and suggestions. Mr. Ausen is now studying the questionnaire in terms of different grouping to see what significance it may have. President Erickson read to the Board a motion that the Expansion and Development Committee passed last week. This motion reads, "...that the Expansion and Development Committee recommend to the Union Board of Governors that they aim at definite groups of students on campus instead of aiming programs at the general student population." This would be to aim programs at specific groups such as graduate students, IT students, etc. With decentralization that the Union and University will eventually have, this is inevitable for successful planning. President Erickson urged the Board to consider this matter and it will be discussed at a later date.

Old Business

- 1) Mimi Baasen raised the question as to whether or not there is any band contracted for the Beaux Arts Ball. Don Firleyson reported that there has been no reply as yet.

New Business

Motion R-73
K-1333

Dick Stanford moved that the Board meeting be held at 4:00 next week rather than 4:30.

Seconded. Motion was defeated.

Motion R-74
K-1334

Mimi Baasen moved that the Board accept WMTR's request to broadcast 2 1/2 hours a day by way of the automatic programmer.

The chair referred this motion to the House and Finance and the Program Committee.

Next week there will be a dinner following the meeting at 4:30. Dinner will be held in Room 355 at 6:00.

The meeting was adjourned at 6:15.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

bb

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

AGENDA

April 21, 1959

- I. Executive Committee Report
 - 1) Spring Elections--Pris Orme
 - 2) Area and Standing Committee Reports for Spring Retreat--Dick Erickson

- II. Program Committee Report--Dick Johnson
 - 1) Symphony Reception--Barb Johnson
 - 2) WMR
 - 3) Table Tennis Tournament Report--John Racine

- III. Public Relations Report--Barb Johnson
 - 1) "You in the Union"--movie
 - 2) Open House

- IV. Personnel Report--Jane Quale
 - 1) Merit Reception

- V. House and Finance Report--Dick Walter

- VI. Expansion and Development Report
 - 1) Recommendations to the Union Board

- VII. Director's Report--Mr. Starr
 - 1) May 10 Dedication

- VIII. Old Business

- IX. New Business
 - 1) Welcome Week--Cynthia Hooper

- X. Announcements

- XI. Adjournment

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UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 21, 1959

Members Present:

Dick Erickson, Pris Orme, Hank Roberts, Barbara Johnson, Bob Erickson, Dick Johnson, Mimi Baasen, Jane Quale, Cynthia Hooper, Douglas Wolfangle, Gordon Kingsley, Gordon Starr.

Members Absent:

Sharon Goldman, Dick Mier, Dick Stanford, John Rachie, Dave Vangen, Dick Walter, Martin Snoke, Vernon Ausen, Theodore Fenske

Others Present:

Rochelle Singer, Don Finlayson, Barbara Bowman

The meeting was called to order at 4:30 in Room 346. The minutes from the previous meeting were approved as presented.

Executive Committee Report

- 1) Pris Orme reported that last Friday a meeting was held of the college governing boards to discuss the spring elections. It was decided that there will be no parties this year. Students will be able to file with any Board that they are interested in up until Friday, April 24, which is the closing date for filings. The election will be held on Wednesday, April 29. Pris urged Board members to tell students about elections so they will sign up by Friday and also pointed out that the cooperation of the Daily is needed to help publicize the spring elections. Pris pointed out that booths will be distributed in various buildings on campus and asked the Board whether or not they want one or two booths (one on main floor and one on ground floor). Bob Erickson pointed out that it would be more desirable to have two booths since a number of students do not come in the main entrance. It was pointed out that the students will be voting on three areas: the referendum, the Union Board, and representatives for the college boards. Mr. Starr raised the question as to who is financing this election. All-U Congress will be financing the election. Pris Orme pointed out that this election should prove as successful as past elections. Dick Johnson raised the question as to whether or not consideration has been given to a booth anywhere else on campus. The booths will be in different buildings on campus. The Board recommended that the Union have two booths; one on main floor and one on ground floor. Board members will be needed to man the booths and will be able to sign up in Room 231. Appointments interviews for the nine appointed members will be this Thursday, April 23, at 3:30 at the executive office of the Union Board. James Lombard, Ralph Berdie, Wayne Anderson, Dick Johnson, and Dick Erickson will be on the interviewing committee. The interview schedule is in Room 231. This committee will make the nine appointments but will not announce the appointments until after elections. Approximately 18-21 students have applied for one or both methods. Appointment filings closed last Friday.
- 2) President Erickson called the Board's attention to the memo which was in their boxes from Ron Barrett. Each area director or standing committee chairman will be describing his or her area or standing committee problems and recommendations for next year. On May 3 at the Spring Retreat (with the new Board members) this will be discussed. The new Board

members will get some idea as to what each area and standing committee is about. President Erickson also pointed out that the agenda for the Spring Retreat has not yet been planned, but each Board member may be asked to give a brief summary of their area or standing committee. The descriptions of areas and committees should be in before the next Board meeting.

- 3) President Erickson reported that he had received a letter from Jim Nixon thanking him for his opportunity to go to St. Louis to participate in the first annual Intercollegiate Bowling Tournament. Mr. Starr pointed out that the tournaments have been by mail but the Games committee of the Association of College Unions has expanded. Jim Nixon came up with a score to qualify for this tournament. All of his expenses were paid as he represented the University of Minnesota in this tournament. There were 38 participants from all over the country--Jim came in fifth place.

Program Committee Report

- 1) Barb Johnson reported on the Symphony Reception held on April 19. Personal invitations were extended to about 150 people. Out of this number only 15-20 attended this reception. With the staff and committee, about 40 people in all attended. Barb pointed out that this reception could be handled differently in the future for a more successful event.
- 2) Dick Johnson reported that last Thursday evening two members of the WMMR staff were found in the building after permitted hours. The night manager spoke to the two people. The program committee discussed this matter and the House and Finance Committee talked it over with Tom Stephani, station manager. It was decided that Tom Stephani would discharge the offending person. If he did not do this, the House and Finance and the Board would have to remove the person from the committee because of breaking University and Union rules. Dick pointed out that the Board should be aware of the trouble that is going on and of the breach that is being widened between the Board and the staff. The idea of putting the WMMR committee under the Public Relations Committee with an agency structure rather than a committee structure was discussed at the latest Program Committee meeting. Dick Johnson reported that in this case, WMMR would be taken from the Talent Development area and replaced by a talent workshop similar to the KUOM workshop for the development of radio personnel. The WMMR station would be concerned with a radio broadcasting service rather than training personnel of WMMR under the Public Relations Committee. Don Finlayson suggested to the Board that if anyone is interested in this matter they attend the Program Committee meeting next Tuesday at 1:30. Mr. Starr pointed out that the Board and the committees are interested in this matter.
- 3) Dick Johnson reported that the National Table Tennis Tournament was held on Saturday afternoon. It was fairly well attended with about 50 participants. Notre Dame took first place and Minnesota took third place. There were five outside teams which came from out of the state.
- 4) Area Reports
Jane Quale was called upon to give the Social Skills report. She reported that Charm does not have a chairman but a few people have applied for this position. Charm held a coffee hour last week at which time a woman

spoke on modeling. The attendance was not up to expectations. Charm also held the Eloise Curtis style show about two weeks ago. About 400 attended this event.

Toastmasters is coming along very well. They are holding regular Wednesday night meetings. Two weeks ago they held a combined meeting with the Toastmistresses from the St. Paul campus.

The Student-Faculty Committee had a coffee hour last week with the Psychology Department which was very good. They also have plans for a coffee hour this week.

The Foreign Student Committee has been rather limited because of their tentative chairman. The International Festival held about three weeks ago went very well, and was very well attended.

The Graduate-Student committee have plans for sponsoring coffee hours during the Sunday programs. They are also working with Comstock Hall on a mixer. Jane reminded Board members to look at the Social Skills display on first floor in the main cooridor.

Next, Hank Roberts gave the Dance area report. He reported that a tentative budget has been worked out for the Beaux Arts Ball, which has a total of \$2815. This is allowing \$315 above the price of Les Elgart. If Les Elgart cannot be contracted for this dance, the committee may try to contract the Indiana band which took first place in a recent contest.

Square Dance committee has been holding their regular dances. They have no chairman as yet. The Saturday Night Dance chairman has resigned but the committee is still functioning. The dance held last Saturday night was well decorated but the intermission entertainment did not turn out as planned. Two of the groups participating in the intermission entertainment could not attend. At the last Variety dance there was an attendance of about 460. Dance Instruction is also going very well.

Public Relations Report

- 1) Barb Johnson reported that Mr. Don Cain from Audio Visual will attend the next Board meeting to discuss the script in detail for "You in the Union", the movie on the Union. He also will bring sketches of different areas that will be in the movie. The progress of this movie was discussed at the Public Relations meeting on Monday. The movie will run from 20-25 minutes and will be aimed at the entering freshmen and their parents. The movie will be on a story basis and will show what the Union has to offer students and its basic structure. The plans are to film the movie this summer so it will be ready for next fall. The cast is in the process of being selected. The question was raised as to how they will get the real atmosphere of the Union during the summer months. It will be impossible to include everything in the movie but Audio Visual Department assures us that they will be able to produce the student atmosphere. The movie will be explained in detail next week.
- 2) Don Finlayson reported that 5,500 tickets to the Symphony Concert were issued and there was an attendance of only 2,600.
- 3) Don also reported that there were three teams who did not receive the news that the Games Festival was canceled. A full tournament took place as these three bowling teams arrived on Saturday to compete in a bowling tournament.

Personnel Committee Report

- 1) Jane Quale reported that everything is going along as planned for the Merit Reception. However, all reservations have not been received. Some of the Board members and staff members have not turned in their reservation card as yet. Faculty and staff spouses are also invited to the reception. So far, 150 reservation answers of people who are coming have been received.

House and Finance Committee Report

- 1) Bob Erickson reported that the House and Finance Committee looked over the plans for the Fine Arts Display area and lounge. They looked very good.
- 2) Pris Orme reported that the budget for next year will have to be thought about. Board members should start thinking about how much money they want allotted for various program activities. The information should be in by the Retreat on May 3. The information will have to be compiled in a report on May 5.
- 3) Bob also reported that 24-hour broadcasting by WMMR was approved by House and Finance. (A motion was made, Motion K-1334, last week to this effect but was referred to House and Finance by the chair.)

^{R-75}
Motion K-1335

It was moved to amend Motion K-1334 to read: "...WMMR's request to broadcast 24 hours a day by way of the automatic programmer providing no standing house rule of the Union or University be violated."

Seconded. Discussion followed.

Dick Johnson read a letter he had received from Tom Stephani explaining the automatic programmer and broadcasting 24 hours a day.

Motion K-1335 carried (amended motion)

Motion K-1334 carried (original motion)

Expansion and Development Committee Report

Bob Erickson reported on the Expansion and Development meeting of April 17. Bob pointed out that it was brought up at last week's Board meeting that the Expansion and Development Committee recommend to the UBOG that the philosophy of the Union be changed to aim programs at special groups of students rather than the entire student body.

^{R-76}
Motion K-1336

It was moved that the Board go on record as changing its policy from strictly aiming all of its programs at the entire student body to accepting the policy of aiming some of the programs at specific student groups.

Seconded. Discussion followed.

Mimi Baasen raised the question as to whether or not this motion would bring out the added suggestion as to whether or not we should have decentralized facilities. It was pointed out that it is quite obvious that decentralization might have to change the Union philosophy. Dick Johnson raised the question as to what exactly was being accomplished by

this motion. Bob Erickson pointed out that nothing concrete or definite will be accomplished by this motion but explained that the thinking which brought the Expansion and Development Committee around to this matter was that when building across the river, most of the younger students will be on the west campus, most of the male older students will be on the present campus, and most of the education students will be located on the north campus. Decentralization will then be a necessity, not a question. The present policy is against aiming a program at a special group of students but this has been taking place. Dick Johnson pointed out that the co-sponsorship form sheet which says that the programs should be opened and designed to interest the entire University student body will be incorrect if this would take immediate action. It was pointed out that the present philosophy would limit the facilities for putting a program on for the entire student body in future years. Pris Orme raised the question as to whether this means our philosophy when we expand or presently. Bob Erickson stated that it would be expansion brought upon the recommendation of the need. Cindy Hooper pointed out that programs at the present time are aimed at specific groups but are open to everyone. It was also pointed out that programming can be focused at certain groups but the doors cannot be closed to the student population. Bob Erickson brought out that the Expansion and Development Committee would like some sort of philosophy to help them. This would not necessarily take effect until decentralization comes about but the Expansion and Development Committee will know that they can decentralize and have specific programs. It was pointed out that the Expansion and Development Committee is trying to design facilities for programming and it would become very difficult to aim programs at everybody when decentralization is present. Mr. Starr pointed out that the interpretation along with the motion would come out in the report of the Expansion and Development Committee.

^{R-77}
Motion K-1337

Dick Johnson moved that the motion be amended by preceding the motion with the words, "the UBOG adopt for its future expansion program"

Seconded and carried.

Mimi Baasen raised the question as to whether or not this motion will encourage decentralized plans such as lounges in Burton or Folwell Hall. It was pointed out that this motion is necessary for the Expansion and Development Committee to consider decentralization at all. Don Finlayson pointed out that the Board would be providing a guide line for the Expansion and Development committee which is very necessary.

^{R-78}
Motion K-1336 carried.

Bob Erickson reported that the Expansion and Development Committee moved to recommend decentralized Union facilities for the first floor of Shevlin Hall, putting a Union lunchroom on the first floor of Shevlin Hall. They also moved to recommend to the UBOG that the Expansion and Development Committee favors three main facilities for three separate areas, West - new, North - Shevlin, and East - present Union. They also moved that the Union on the west river campus include an auditorium type theater. The Expansion and Development Committee

did not recommend any additional craft shop facilities. They want to increase the bowling facilities, but are not going to expand the billiard facilities in the present Union. They are planning on typewriter facilities (to inform the Director of the library of the high interest for a typewriter room.) Next, Bob pointed out that the first five choices of facilities for the various areas are:

NORTH

Decentralized lounges
Decentralized bag lunchrooms
Typewriter room
Swimming pool
Decentralized meeting rooms

WEST

Decentralized lounges
Swimming pool
Decentralized bag lunchrooms
Typewriter room
Additional bowling facilities

EAST SIDE (present)

Decentralized lounges
Decentralized bag lunchrooms
Swimming pool
Typewriter rooms
Additional bowling facilities

This information will help to give the Board members some idea of what the Expansion and Development Committee is doing. All information will be compiled into an elaborate final report.

The meeting was adjourned at 6:00 to Room 355 for dinner.

Following dinner at 6:30, the Director's report was given by Mr. Starr.

- 1) Mr. Starr reminded Board members of the Dedication of the Student Center on May 10. He also told the Board members that if they would like invitations for parents or friends or someone they know who would be interested in the dedication, give the name and address to Marion Oslund at the Information Desk.
- 2) Tickets for the College Quiz Bowl will be ready Wednesday morning. The College Bowl on Sunday will be with the Air Force Academy.
- 3) Mr. Starr gave a brief report on the conference he attended at Miami. Don Finlayson passed out several brochures he had picked up at the conference. Mr. Starr reported that he attended a session with Ken White and Associates. This company is in the process of remodeling five different Union buildings. Various items he heard at this talk will be helpful in the remodeling of Coffman Memorial Union. A tour was taken of the Deauville Hotel, including the kitchen. This food area does not compare with ours. Louise Moberly was appointed to the Intercollegiate Photography Committee and Paul Larson was appointed as the regional representative for Region VII. Both Mr. Starr and Don Finlayson presented the research paper on Leadership Training and Advanced Leadership Kits. The kits were very successful; fifteen Unions at present would like copies of the kits. Minnesota contributed a great deal to the conference this year. Don Finlayson pointed out that anyone working with

programming should read "These Are Our Best," which was distributed at the conference. A compiled report of the best Union programs in the country was also presented. A number of Coffman Memorial Union programs were among those listed. Don Finlayson pointed out that Dr. Edward Eddy, Provost of the University of New Hampshire, spoke on the college influence on student character. He talked about the educational influences of the Union and encouraged people to think of student education and social education rather than activities. Don also pointed out that the leadership kits are available to Board members, and all of the material from this conference and previous conferences is in Room 229 for anyone who would like to see it.

New Business

- 1) Cindy Hooper reported that a welcome week meeting was held last week. Cindy reported that some thought had been given to cancelling Coffman Capers during the evening and have a more cultural type program such as a symphony or variety show. The Union program would be held in the afternoon. After debate at this meeting, it was decided to continue to have Coffman Capers during the evening. Mr. Starr raised the question as to whether or not any action had been taken on the two-day orientation. President Erickson reported that Dick Stanford has attended a few meetings on this subject and the basic two-day orientation is being planned for next year. Plans are being made for setting up a program.

Announcements

- 1) The Merit Reception will be held next Tuesday, April 28. The girls on the Union Board will serve as hostesses. After the dinner, the reception will be held on the fifth floor of the Campus Club. Presentation of the key and merit awards will take place. Barb Johnson will play the piano and a quartet will sing. Mr. Willey will give a speech as well as Dick Erickson. Mr. Starr pointed out that Mr. Middlebrook was on the original Union Board and did a great deal to help obtain the federal grant for the Union. Dick Stanford will be the master of ceremonies.
- 2) Evaluation reports of area and standing committees are due next week.
- 3) The Spring Retreat will be held on May 3.
- 4) The dedication of the St. Paul Student Center will be held on May 10.
- 5) The next meeting will be held next Tuesday, April 28, at 4:30 sharp.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 28, 1959

AGENDA

- I. Executive Committee Report--Dick Ericksen
 - 1) Spring Retreat
 - 2) Campus Elections
 - 3) Student Center Dedication
- II. Program Committee Report--Dick Johnson
 - 1) WMMR
- III. Personnel Committee Report--Dick Stanford
 - 1) Approval of personnel for key and certificate awards
- IV. House and Finance Committee Report--Dick Walter
- V. Old Business
- VI. New Business
- VII. Announcements
- VIII. Adjournment

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UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 28, 1959

Members Present:

Dick Erickson, Fris Orme, Hank Roberts, Barbara Johnson, Bob Erickson, Dick Johnson, Mind Baasen, Jane Quale, Cynthia Hooper Sharon Goldman, Dick Mier, Dick Stanford, John Rachle, Dick Walter, Douglas Wolfangle, Vernon Ausen, Gordon Starr

Members Absent:

Dave Vangen, Gordon Kingsley, Martin Snoke, Theodore Fenske

Others Present:

Rochelle Singer, Tom Stephani, Don Cain, Hartley Koch, Barbara Bowman

The meeting was called to order at 4:30 in Room 346. The minutes from the previous meeting were approved as presented.

Public Relations Committee Report

- 1) Dick Mier introduced Don Cain from the Audio-Visual Department. Mr. Cain reported that the entire script was present to the Public Relations Committee last week. Ken Gompertz, from the Journalism Department, wrote the script for the Union movie. Mr. Cain pointed out that the film will be divided into five general scenes, four of which tend to orientate the Union's place on campus. Dick Mier commended Don Cain, Ken Gompertz, and the Audio-Visual Department for the fine job they have done in getting the movie started. He also noted that Ken Gompertz was very pleased with the artist's interpretation of the script. (The artist's interpretation was presented to the Board). It is hoped that the movie will be ready for Freshman Week this fall. The question was raised as to how the various activities could be included in the movie if filmed during the summer months. Mr. Cain pointed out that through various movie techniques, the proper effect can be reached. It was noted that the Ski Train will not be included in the movie. If the movie was held over a long period of time just to include this one event, costs would be higher. Dick Johnson stated that he felt it would improve the film if a name band was noted as playing at the Union. Mr. Cain pointed out that they are primarily concerned with the Union activities, not the band playing for a dance. President Erickson thanked Don Cain for his presentation on the Union movie.

Executive Committee Report

- 1) President Erickson presented the agenda for the Spring Retreat to be held at the St. Paul Student Center on May 3. The Retreat will open with a welcome and introductions at 2:00 daylight savings time. The agenda includes discussion on finances and facilities, committee-board-staff relationships, Union Board organization, responsibilities of standing committee chairmen and area directors, and various problem sessions. The retreat will conclude with supper at 6:00. Each area chairman should have had their area reports in by Tuesday, April 28, so they can be made into booklets to be presented at the Spring Retreat.

- 2) Dick Erickson announced that Wednesday, April 29 from 8:00 to 4:30 daylight savings time Campus Elections will be held. Twelve candidates for the Union Board are running and six will be elected. The winners will be announced on Thursday. The nine appointed members will be announced on Friday. President Erickson urged Board members to vote and encourage others to vote.

Pris Orme pointed out that response was very poor for signing up to work in the poll booths. She passed a sheet around to Board members to sign up for at least one or two hours. There will be two booths; one on main floor and one on ground floor near the North Star Room.

- 3) On May 10 the Student Center Dedication will be held. President Erickson pointed out that the dedication will be somewhat unusual as the students have the main role in the dedication. A student leader from one of the religious groups on campus will give the invocation. Dick Erickson will be master of ceremonies, and a representative of the administration will present the new building to Earl Anderson, President of the St. Paul UBOG. Mr. Starr will give a brief history of the Student Unions. The formal dedication will take about one half hour. Following this, a tour of the building will be held.

Program Committee Report

- 1) Hank Roberts reported that as yet, no band for the Beaux Arts Ball has been contracted. He stated that there are three alternatives: one would be to contract the Ray Eberle band for \$1,750, second would be to get a local band, or third, discontinue the Beaux Arts Ball. After discussing this matter with the Board, it was decided to engage the Ray Eberle band.

Motion ^{R-79} K-1338

Dick Johnson moved that the WMMR committee be removed from the Talent Development Area and put in the Public Relations Area, and that a radio workshop committee be established in the Talent Development Area.

Seconded. Discussion followed.

Dick Stanford asked for a brief explanation as to why this is being done. Dick Johnson explained that by putting WMMR under the Public Relations Area, it would be concerned with a radio broadcasting service rather than training personnel. The radio workshop would take care of training radio personnel which would be more of talent development rather than public relations.

Motion carried.

It was pointed out that this motion will begin when the new Board takes over and will take time to develop.

- 2) Dick Johnson proudly announced that he had become the father of an eight pound, seven ounce baby boy last Wednesday.

^{R-80}
Motion R-1339

Sharon Goldman moved that it be officially recorded in the minutes that the Union Board of Governors congratulated Dick Johnson and his wife on their new arrival.

Personnel Committee Report

- 1) Dick Stanford presented, for approval, the names of those students receiving certificate and key awards. The following names are of those receiving certificate awards:

Dennis Larson
Bob Genung
Ed Smith
Bob Stuebing
Beth Mulligan
Dick Jacobson
Vivian McFerran
Mary McCulla
Joan Lawler
Laine Bryce
Bill Haight
Chuck Busch
Ben Kaufman
Dave Ristau
Barbara Benton
John Herman
Gerald Engstrom
Kay Michels
John Sewall
Roger Tibbets

Barbara Nilsen
Gary Berg
Sandy Kenyon
Bob Kauffman
Ron Moe
Peggy Van Alstine
Joan Lindquist
Barb Wittles
Meredith Sommers
Gay Davis
Jean Gauker
Frances Hill
John Gregoire
Jane McEvoy
Maryls Anderson
Doris Karpinski
Gary O'Malley
Mary Beth Braden
Karen Craven

The following names are of those receiving key awards:

Kay Jordan
Jerry Hursh
Pierre Meyer
Beth Hartman
Ken Pankow
Gordon Young
Bonny Nelson
Norm Tersteeg
Tom Stephani

Marilyn Anderson
Camilla Martin
Dave Carlson
Nancy Nietz
Diane Katz
Nancy Engquist
Ellen Fitzgerald
Pete Schneeman
Martha Van Alstine

Dick pointed out that two quarters of service are required before awards can be presented. Key awards are given only to those who have contributed outstanding service.

R-81
Motion K-1340

It was moved that the above named students for certificate and key awards be accepted.

Seconded and carried.

A brief run down of the program was presented and Sharon Goldman read a list of assignments for certain Board members. It was noted that last year 104 persons attended and from 165-180 were expected this year.

House and Finance Committee Report

- 1) Dick Walter reported that preparations are under way for name-plates to be placed under the pictures of President and Mrs. Coffman. The cost will probably run \$15-20 per name-plate.
- 2) The budgets will be prepared around May 5 so anyone who has a budget, please get it in as soon as possible.
- 3) Dick reported that he had received a letter from Arthur Hill, Chairman of the Foreign Student Council, concerning the use of Room 203, and was assured that better use would be made of this room.
- 4) There is a request for the use of the main ballroom for May 27 for a luncheon for Mr. Middlebrook. It was brought out that at various times when noon programs are scheduled, a banquet to be held in the main ballroom has been scheduled. It was suggested to make some type of policy so this problem will be avoided in the future. The matter was referred to House and Finance for a solution. In the meantime, Board members should be thinking of some basic policy to be followed when this type of situation arises again.

Announcements

- 1) The Board meeting scheduled for next week will begin at 4:30 in Room 346. Dinner will follow in Room 351.

The meeting was adjourned at 5:35.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

bb

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
Coffman Memorial Union
Billiard Room - Volume of Business
January 1, 1959 through March 31, 1959

	<u>1959</u>	<u>1958</u>	<u>Difference</u>
I. Billiard Participants *			
January	6,687	5,709	+ 978
February	7,125	6,930	+ 195
March	<u>5,817</u>	<u>7,725</u>	<u>-1,908</u>
Total	19,629	20,364	- 735
II. Dollar Volume			
January	\$ 1,524.10	\$ 1,489.10	\$ +35.00
February	1,565.42	1,629.64	-64.22
March	<u>1,397.33</u>	<u>1,313.21</u>	<u>+84.12</u>
Total	\$ 4,486.85	\$ 4,431.95	\$ +54.90
III. Table Tennis Participants *			
January	1,186	1,396	- 210
February	1,484	1,364	+ 120
March	<u>1,152</u>	<u>1,116</u>	<u>+ 36</u>
Total	3,822	3,876	- 54
IV. Dollar Volume			
January	\$ 125.47	\$ 131.90	- 6.43
February	151.24	140.84	+10.40
March	<u>116.57</u>	<u>122.74</u>	<u>- 6.17</u>
Total	\$ 393.28	\$ 195.48	\$ -2. 20
V. Number of Days in Operation			
	73	72	+ 1

* Billiard Participants estimated as 3 participants per card
Table Tennis Participants estimated as 2 participants per card.

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
Coffman Memorial Union
Bowling Lanes - Volume of Business
January 1, 1959 through March 31, 1959

	<u>1959</u>	<u>1958</u>		<u>Difference</u>
I. Lines Bowled				
January	28,982	27,253	+	1,729
February	29,345	30,233	-	888
March	<u>25,048</u>	<u>23,549</u>	+	1,499
Total	83,375	81,035	+	<u>2,340</u>
II. Lineage Breakdown				
Regular	55,413	54,670	+	743
League	18,722	17,096	+	1,626
W.P.E.	3,148	3,052	+	96
M.P.E.	2,920	2,831	+	89
Free	36	187	-	151
Special (Tournaments, Instructions, etc.,)	3,136	3,199	-	63
Total	<u>83,375</u>	<u>81,035</u>	+	<u>2,340</u>
III. Dollar Volume				
January	\$ 11,504.80	\$ 9,798.45	+	1,706.35
February	8,471.39	9,130.55	-	659.16
March	<u>8,005.25</u>	<u>7,279.60</u>	+	725.65
Total	\$ 27,981.44	\$ 26,208.60	\$+	1,772.84
IV. Number of Days in Operation	90	88	+	2

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
UNION BOARD OF GOVERNORS

AGENDA

May 5, 1959

- I. Executive Committee Report---Dick Erickson
 - 1) Big Ten Conference
 - 2) Student Center Dedication
 - 3) L. D.
 - 4) New Board Pictures

- II. Program Committee Report---Dick Johnson
 - 1) Sunday Programming
 - 2) Creative Arts Festival---Pete Meyer
 - 3) Main Ballroom Scheduling
 - 4) 1959-60 Budget

- III. House and Finance Committee Report---Dick Walter

- IV. Personnel Committee Report---Dick Stanford

- V. Old Business

- VI. New Business
 - 1) "New Committee" -- Dick Stanford

- VII. Announcements

- VIII. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 5, 1959

Members Present:

Dick Erickson, Pris Orme, Hank Roberts, Barbara Johnson, Bob Erickson, Dick Johnson, Jane Quale, Cynthia Hooper, Sharon Goldman, Dick Stanford, Gordon Kingsley, Vernon Ausen, Gordon Starr

Members Absent:

Mimi Baasen, Dick Mier, John Rachie, Dick Walter, Douglas Wolfangle, Martin Snoke, Theodore Fenske

New Members Present:

Ken Rasmussen, Chuck Busch, Douglas Johnson, Pierre Meyer, Kay Jordan, Ellen Fitzgerald, Ron Moe, Elizabeth Hartmann, Ben Kaufman, Lois Eiserberg, Gordon Young, Robert Stuebing

Others Present:

Rochele Singer, Don Finlayson, Barbara Bowman

The meeting was called to order at 4:30 in Room 346. The minutes from the previous meeting were approved as presented.

Executive Committee Report

- 1) President Erickson reported that each year the Big Ten schools hold a student conference for the Unions at these schools. The conference last year was held at the University of Michigan and will be held this year at the University of Iowa on May 16-17. President Erickson stated that he attended this conference last year and found it was very worthwhile. It would be desirable if at least two Board members attended this conference; preferably, new Board members. The staff member attending this conference will be Sheila Sullivan. Expenses for this trip will be provided. Board members who are interested in attending this conference, contact Dick Erickson in the next few days.
- 2) The St. Paul Student Center dedication will be held on Sunday, May 10, at 3:30 p.m. The program will consist of a formal dedication which will last approximately one-half hour. A tour of the building will follow. Board members were urged to attend this dedication. Seats for Board members will be provided on the stage.
- 3) There was discussion on "L Day." Pris Orme will be working on this event.

- 4) On Tuesday, May 12 and Thursday, May 14, from 9:00 a.m. until 11:00 a.m., the new Board members are requested to stop into Jim Herring's office Room 110, to have their pictures taken for the Board Gallery on main floor.
- 5) President Erickson read to the Board a letter he had received from Mr. Willey thanking him for the opportunity to attend the Merit Reception.

Program Committee Report

- 1) Dick Johnson reported that Sunday programming has been down considerably. It was decided at the Program Committee meeting to discontinue the actual Sunday programming for the remainder of the year. He pointed out, however, that Sunday programming is a good idea and should be continued by the new Board next year.
- 2) Pete Meyer reported on the progress of the Creative Arts Festival. Copies of the Creative Arts Festival brochure were distributed to Board members. Pete pointed out that the brochure is similar to last year's and the cover design is the same as that of the emblem. There are three additions to the brochure:
 - 1) On Wednesday, May 13, the University Art Gallery is presenting a coffee hour at 3:00 on the third floor of Northrop Memorial Auditorium.
 - 2) On Monday, May 11, the Student-Faculty Committee will present a coffee hour with John Rude, who will speak on "Art in Everyday Living" at 3:30 in the Men's Lounge.
 - 3) On Sunday, May 17, the Norris Gym will present the fifth annual Gopher Horse show at the Hilltop Stables. This event starts at 10:00 a.m. and will last the entire day.

Pete reported that Tuesday was "Press Day." Representatives from two or three television stations attended, both newspapers, and some radio stations. The representatives from the newspapers and radio stations commented that they liked the idea of a "Press Day" as they can obtain all publicity in one meeting.

On Wednesday, May 6, the Creative Arts Festival Committee will move into the Special Activities office in Room 131. An office schedule will be posted after Thursday. Pete pointed out that if anyone would like to schedule additional events, feel free to do so. They will be publicized in ways other than the brochure.

Pete thanked the entire Board for all of the help he received on the Creative Arts Festival.

- 3) Dick Johnson pointed out that the main ballroom scheduling which was brought up last week was also taken up at the Program Committee meeting held on Tuesday, since Union programs are affected by this.

^{R-82}
Motion K-1341

Dick Johnson moved that all main ballroom reservations be approved by the House and Finance Committee and furthermore, any change in ballroom reservations which are in conflict with previous reservations made by the Union Board of Governors or by a Union committee must have expressed approval of the Union Board of Governors.

Seconded. Discussion followed.

Hank Roberts raised the question as to whether or not the House and Finance Committee wouldn't be able to take care of any conflicts without bringing the matter into the Board. Dick Johnson pointed out that it is a house rule but is also affecting programs. He also pointed out that he feels the whole Board should be informed of any changes. Dick Stanford raised the question as to whether or not there is a rule which states that the House and Finance Committee make the decision for reserving the ballroom reservations. There is no explicit rule on this matter. All ballroom reservations are handled by a staff member. Mr. Starr pointed out that this matter should be studied and looked into very thoroughly. The Board may get into administrative matters which involve the use of facilities. Mr. Starr also pointed out that a policy could be used as a guideline. Mr. Ausen pointed out that once a reservation has been made by the Union Board of Governors or one of its committees, that reservation should not be canceled without clearing it with the Union Board. Cindy Hooper pointed out that these conflicts mentioned will not arise very often and since it affects two committees (House and Finance and Program) it should be brought before the whole Union Board. Pris Orme pointed out that this situation might happen only once or twice and House and Finance would probably bring it to the Board. With the proposed motion, a conflict would be brought before House and Finance and they would present it to the Board as part of their report. Bob Erickson pointed out that House and Finance will not be able to approve reservations during the summer months since there is no House and Finance Committee at that time. If every change is brought before the Board, a considerable amount of time will be spent on this matter and it will also create more problems. It was suggested that if it is not agreeable with the Program Committee and House and Finance Committee, then bring it to the Board. Dick Johnson pointed out that it would take a considerable amount of time to bring it before both committees as they meet at different times during the week which would cause considerable delay.

R-83
Motion K-1342

It was moved to amend Motion K-1341 to add "That formal approval of the House and Finance Committee is only necessary in the fall, winter, and spring quarters when the Board is in session."

Seconded. Discussion followed.

It was pointed out that a staff member will handle ballroom reservations but will only tentatively reserve the ballroom for a group, and this reservation will have to be approved by the House and Finance Committee. Don Finlayson pointed out that if this motion is passed, the House and Finance Committee will have to meet, without fail, regularly. It was pointed out that there may be some difficulty with last-minute reservations. Dick Johnson stated that all reservations should be made ahead of time.

Motion K-1342 (amended) carried.

The amended motion now reads:

All main ballroom reservations be approved by the House and Finance Committee and furthermore, any change in ballroom reservations which are in conflict with previous reservations made by the Union Board of Governors or by a Union committee must have expressed approval of the Union Board of Governors and that formal approval of the House and Finance Committee is only necessary in the fall, winter, and spring quarters when the Board is in session.

Motion K-1341 (original) carried.

- 4) The financial report as of May 4, 1959 was distributed to Board members. (A copy of this report is attached to the minutes.) Dick Johnson pointed out that a tentative program budget for 1959-60 was worked on at the program committee meeting on Tuesday, and was based on a \$30,000 budget. Copies of this tentative budget will be distributed to Board members before the next meeting.
- 5) Pris Orme reported that a movie is being made about the Union and its activities. The Board set up a budget of \$2,000 but found that the budget will come to approximately \$5,000.

R-84
Motion K-1343

Pris Orme moved that the Union Board set a limit of \$5,000 to be spent on the Union movie.

Seconded and carried.

Personnel Committee Report

- 1) Dick Stanford reported that personnel interviews for committee chairmen for next year will begin this Thursday and Friday, May 7 and 8. Dick pointed out that several important committees have a number of applicants and pointed out that the new Board members who are interested in a particular area may wish to sit in on the interviews. Ron Barrett will have the information as to who will be interviewed, for what position, and at what time. This information will be available on Wednesday, May 6. The new Board members were reminded to start looking for people who they might like working with or have working in the areas they are interested in.

Old Business

- 1) Cindy Hooper reminded Board members that Welcome Week preparations are being worked on, and Monday evening of Welcome Week, the Union will present Coffman Capers. It was pointed out that usually the Personnel and Public Relations Committee chairmen are the co-chairmen representing the Union on the Welcome Week committee.

New Business

- 1) Dick Stanford presented a plan for a "Freshman Board." He pointed out that each fall the Union loses a majority of the freshman leaders to other Boards. Dick presented a training program which would help overcome this problem. This plan includes creating a Freshman Board under the Union Board of Governors consisting of 20-25 members. Dick pointed out that a freshman board has been talked about for a long period of time, and also pointed out that it means little if there is a freshman board and they have little to do. The members of this board would be recruited, interviewed, and screened during Welcome Week. The purpose of this council would be to prepare future leaders for the Union. They would be advised by the vice president of the Union Board. Dick also presented a tentative schedule which was set up according to fall, winter, and spring quarter. Some of the areas included in this schedule are the following: A presentation of the University structure covering such organizations as SCSA, The Student Activities Bureau, the Dean of Students office, and other student activity groups, rules will be covered, relations, how the Union fits into this structure, a presentation of the leadership seminars will also take place. The Board would also take over part of the responsibilities of the personnel bureau by analyzing various committee meetings, summarizing this and presenting the results to the Union Board of Governors. This board could also plan a Union party which may develop into an annual affair. If it did not turn into an annual event, it would provide great opportunity for planning, creativity, etc. The spring quarter would consist of analysis of the two previous quarters, problems of the Union, and programs and plans of Expansion and Development Committee. The quarter would conclude with some type of social event.

This committee would elect its own officers and committees and the vice president would direct the training programs and the committee would meet once a week. Also, a monthly report would be made to the Union Board of Governors. This plan is built around the idea that well-trained people must be working in the committee membership positions and Board positions. Dick pointed out that training personnel is a responsibility of the Union Board. Dick also pointed out that this plan will aid the Union for the future, will aid the entire campus by giving this extensive training program, and will aid the participants who are on the committee.

The chair opened up discussion on this proposal.

Lois Eisenberg pointed out that there has been nothing for the present types of organizations to do. She pointed out that students would probably dislike attending three quarters of learning sessions. Kay Jordan pointed out that these freshman will be evaluating committee meetings when they have not attended these meetings as members. Don Finlayson pointed out that this idea should be carefully analyzed by a select group of people who are in this field. This matter requires considerable studying. Dick Johnson raised the question as to whether or not the program committee should have something to say about funds for a party put on by this committee. Dick Stanford pointed out that they would be putting on a party just as if it were the personnel bureau. All areas are under the program committee. Chuck Busch pointed out that some concern should be shown in setting up a system where they can make the freshman class a definite part of the University.

Bob Erickson pointed out that the proposed plan is a basically sound idea but cannot be handled in one night. It was also pointed out that this idea should go through a committee and presented in a more concrete manner. Cindy Hooper suggested that an Ad-Hoc Committee be set up to work on this plan. Kay Jordan pointed out that there is a definite problem concerning personnel and there is a definite need for personnel at the present time. Pris Orms pointed out that Dick's idea is very good but if a group of people would get together, a number of ideas could be obtained. Mr. Starr said a junior board composed of committee chairman was tried but did not succeed. He thought that there was interest and need for some type of freshman leadership training as brought to the attention of the Board by Dick Stanford. The Executive Committee will be meeting at 3:30 on Wednesday, May 6 in the Union Board office to discuss this matter. Anyone interested in this plan is welcome to attend the meeting.

- 2) Mr. Ausen expressed his appreciation to the Board for the gold pin and scroll he received at the Merit Reception. He stated that it was both surprising and an honor as the work he has been doing on the Expansion and Development Committee and the Program Committee has been very satisfying to him. President Erickson pointed out that the gift from the Board is behind the hearts of everyone.
- 3) Mr. Starr brought up the matter of one of the By-Laws (Section VI-No. A) which states that "no member of the Board shall be employed and paid from any budget under the control of the Board." Gordon Young has been an employee at the Union for a period of time. Mr. Starr recommended that an exception to this rule be made in this instance for the remainder of the quarter.

^{P-85}
Motion K-13th

It was moved that the rule (Section VI-No. A) as stated in the By-Laws of the Union Board of Governors be overlooked in this case for Gordon Young for the remainder of spring quarter.

Seconded and carried.

Gordon Young expressed his thanks to the Board.

- 4) Don Finlayson thanked Dick Johnson, Dick Erickson, and Hartley Koch and others who helped out during his absence last week. He pointed out that it was a great relief to know that these people could be counted on.
- 5) The pictures from the Merit Reception were passed around to the Board members.

Announcements:

- 1) The Big Ten Conference will be held at the University of Iowa on May 16-17.
- 2) The Student Center Dedication will be held on Sunday, May 10, at 3:30 p.m.
- 3) Board pictures for new members will be taken in Jim Herring's office, Room 110, on Tuesday and Thursday, May 12 and 14, from 9:00 a.m. until 11:00 a.m.
- 4) An announcement will be made as to next week's meeting.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

FINANCIAL REPORT.....May 4, 1959

AREA	ADJUSTED BALANCE March 12	INCOME	EXPENSE	May 4 BALANCE
DANCE AREA				
Instruction	\$ 90.00	\$482.11	\$ 417.07	\$ 155.04
Sat. Nite Dance	81.00	143.25	194.36	29.89
Variety Dance	-45.00	283.60	247.90	- 9.30
Square Dance	0	144.81	337.57	-192.76
FINE ARTS AREA				
Fine Arts Lounge	528.30	0	71.53	456.77
Focus	372.85	0	25.23	347.62
Art-Craft Studio	57.30	0	44.03	13.27
Photo Commission	9.90	0	0	9.90
GAMES AREA				
Tournaments	227.19	423.00	647.19	3.00
Demonst. & Inst.				
Big Ten Tournament				
Sports Festival				
MUSIC AREA				
Coffman Musicale	427.50	0	218.93	208.57
Hi Fi Listening	45.00	0	23.40	21.60
Union Jazz Workshop	752.40	368.83	824.64	269.59
NOON PROGRAM AREA				
Noon Programs	238.26	0	145.50	92.76
Sunday Programs	180.00	0	130.99	49.01
OUTINGS AREA				
Outings Events	209.76	0	203.79	5.97
Co-Rec	76.85	10.20	8.20	78.85
Outing Equipment	0	104.05	9.96	94.09
SOCIAL SKILLS AREA				
Charm	292.50	94.80	238.08	149.22
Student Faculty	256.50	0	24.41	232.09
American-Foreign Stud.	135.00	227.25	76.68	285.57
Toastmasters	42.00	0	8.78	33.22
Graduate Student	135.00	0	28.46	106.54
TALENT DEVELOPMENT				
Creative Society	157.50	0	115.55	41.95
Creative Arts Festival	1134.00	0	699.50	434.50
Talent Bureau	192.50	0	66.20	126.30
WMMR-Promotion	168.15	0	27.50	140.65
WMMR-Operation	- 812.27	766.00	527.08	-573.35
PROGRAM DEVELOPMENT				
Program Expansion	536.20	0	0	536.20

AREA	ADJUSTED BALANCE March 12	INCOME	EXPENSE	BALANCE May 4
PUBLIC RELATIONS				
Ad Agency	\$ 81.15	\$ 0	\$ 20.37	\$ 60.78
Union Movie	200.00	0	200.00	0
Union Relations	248.31	1.50	226.68	23.13
Date Digest (Bk. Covers)	238.23	0	0	238.23
Brochures	409.48	0	0	309.48
Newsletter	0	0	0	0
Gopher	0	0	0	0
UNION BOARD ACTIVITIES				
Big Ten Convention	200.00	0	0	200.00
Board Activities	334.05	0	102.60	231.45
Merit Reception	750.00	0	768.10	-18.10
Personnel	234.00	0	223.99	110.01
Open Houses	216.88	0	0	216.88
Leadership Training	224.51	0	115.91	108.60
Fall Retreat	0	0	0	0
Spring Retreat	0	0	0	0
Leadership Institute	0	0	0	0
Alumni Party	0	0	0	0
CONTINGENCY FUND	369.64	0	0	369.64
SPECIAL EVENTS REVOLVING FUND	1,205.99			
Beaux Arts Ball	0	0	1003.85	-1003.85
PROGRAM ADMINISTRATION				
Supplies	45.00	13.94	121.65	-62.71
Telephone	113.76	5.70	122.94	-3.48
Postage	54.00	65.18	114.50	4.68
Travel	329.71	0	321.10	8.61
Equipment	174.71	8.75	104.47	78.99
Training Equipment	135.00	0	185.22	-50.22
Misc. 2% overhead & phy. plant	475.34	0	0	475.34
TOTALS	\$11,528.15	\$3,112.97	\$8,993.91	\$5,677.21

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

MEMORANDUM

TO: Old and New Union Board Members, Program Staff, Director, and
Assistant to the Director

FROM: Dick Erickson

SUBJECT: Union Board of Governors meeting of May 12, 1959.

The meeting of May 12th will be held at Jane Quale's home on Lake Minnetonka. We will meet at 4:30 sharp in the Union Board office, Room 231, and proceed to Jane's house. Extra transportation, I am sure, will be available. We will have a picnic supper; food and refreshments will be provided.

The main items on the agenda will be the annual budget and the election of officers. We should have some time for picnicing and recreation.

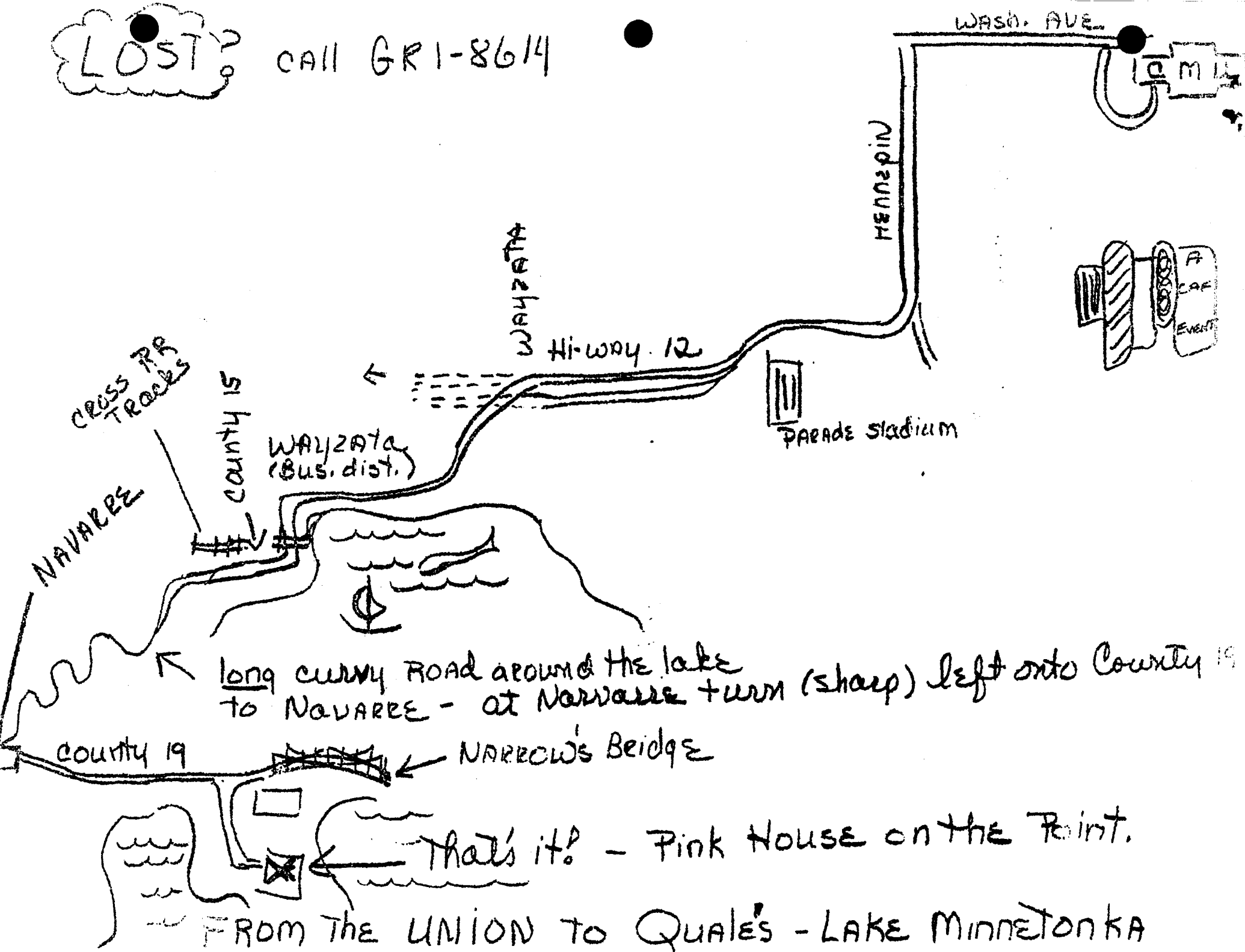
We certainly appreciate Jane's invitation and hope to see you all there. Attached, you will find a map. Please stop by Room 231 and talk to Ron Barrett or Dick Erickson if you have any other questions.

D.E.

bb
5-8-59

LOST?

CALL GR1-8614



long curvy ROAD around the lake to NAVAREE - at NAVAREE turn (sharp) left onto County 19

NARROW'S BRIDGE

That's it! - Pink House on the Point.

FROM THE UNION TO QUALES - LAKE MINNETONKA

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS

AGENDA

May 12, 1959

- I. Executive Committee Report---Dick Erickson
 - 1) Big Ten Convention
 - 2) Announcements
 - 3) UBOG pictures

- II. Program Committee Report---Dick Johnson
 - 1) Program Budget

- III. Personnel Committee Report---Dick Stanford

- IV. House and Finance Committee Report---Dick Walter
 - 1) 1959-60 Budget

- V. Old Business

- VI. New Business
 - 1) Election of officers

- VII. Announcements

- VIII. Adjournment

bb

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 12, 1959

Members Present:

Dick Erickson, Fria Orme, Hank Roberts, Barbara Johnson, Bob Erickson, Jane Quale, Cynthia Hooper, Sharon Goldman, Dick Stanford, Mimi Baasen, Dick Walter, Vernon Ausen, Gordon Starr

Members Absent:

Dick Johnson, Dick Mier, John Rachle, Douglas Wolfangle, Gordon Kingsley, Martin Snock, Theodore Fenske

New Members Present:

Ken Hassussen, Chuck Busch, Douglas Johnson, Pierre Mayer, Kay Jordan, Ellen Fitzgerald, Ron Moe, Elizabeth Hartmann, Ben Kaufman, Gordon Young, Lois Eisenberg, Robert Stuebing

Others Present:

Don Finlayson, Dick Getchall, Barbara Bowman

The meeting was called to order at 7:00 p.m. following a picnic supper at the home of Jane Quale. The minutes from the previous meeting were corrected as follows:

On page 4 "Motion K-1341 (original) carried" should read "Motion K-1341, original as amended, carried."

On page 2 of the program financial report as of May 4, 1959, the Brochures balance of May 4 should have read \$409.48 rather than \$309.48 and the Personal balance of May 4 should have read \$10.01 rather than \$110.01.

No further corrections, the minutes stand approved as corrected.

Executive Committee Report

- 1) President Erickson reported that Ellen Fitzgerald and Ben Kaufman will be the two student delegates to the Big Ten Conference at the University of Iowa on May 16-17. Sheila Sullivan will be the staff member accompanying them on this trip. President Erickson pointed out that if any Board members have any suggestions they would like to have reported or anything they would like to have brought back be sure to mention this to either Ellen or Ben.
- 2) Dick Erickson thanked Mr. and Mrs. Quale and Jane on behalf of the Board, for their fine invitation to their home.
- 3) Dick reported that the Union Board pictures were not taken Tuesday and will not be taken Thursday, May 14. The pictures will be taken next Tuesday before the Board meeting starting at 4:00 in Room 346.

- 4) The installation of new officers will take place at the beginning of the meeting next Tuesday.
- 5) President Erickson reported that Dr. Kingsley is going to the hospital to be operated on Wednesday morning. Board members were requested to stop into Room 231 to sign a card which will be sent to Dr. Kingsley.
- 6) Dick reported that the University is planning to have a University camp. A few years ago, the Union Board of Governors donated \$5,000 towards the development of this project and the Northern States Power Company has offered land for this camp site on the St. Croix River. This summer the University of Indiana is offering a two-week seminar on University camping. Mr. Starr is planning to attend and the Executive Committee approved a \$150 budget for his expenditures to the University of Indiana.

Mr. Starr pointed out that the idea of a camp originated with the Union Board when they set up the fifteen-year building program which included a Village Union, Renovation of Coffman Memorial Union, a Student Center on the St. Paul Campus, an addition to Coffman Memorial Union, an outings center camp, and development on the West River Bank.

Probably in the next few weeks, a report will be presented to the Union Board by the Expansion and Development Committee. Dick Erickson pointed out that he plans to write a report on how far the camp project has advanced to date. He will leave this report with the Board. Both Dick and Mr. Starr are members of the All-University Camp Committee but were not appointed as representatives of the Union. Lois Eisenberg pointed out that if any Board members were interested in being on this committee, she would look into the matter of more representation.

Program Committee Report

- 1) On behalf of Dick Johnson, Program Chairman, Mr. Don Finlayson passed out copies of the proposed program budget for 1959-60. Don pointed out that last year the budget came to \$24,647.00. He also pointed out that the Games Area has been broken down this year, and the Creative Arts Festival is being given a budget on what they are spending, and the 20th Anniversary Booklet is a new item on the budget.

Dick Walter pointed out that matchbooks are not included in this budget. Each year, \$550 is to be allocated for the matchbooks. Don Finlayson pointed out that this amount will have to be included in a revised program budget. Various area directors reduced their allotments to cover the cost of the matchbooks. (The revised program budget is attached to the minutes.)

R-86

Motion K-1345

It was moved to accept the revised program budget.

Seconded. Discussion followed.

The question was raised as to whether or not funds remain the same when allocated within an area. Generally speaking, funds can be transferred within the area without Board approval. Any changing in the area's budget, must have the approval of the Program Committee. This will then be recorded in the minutes since the Program Committee submits it to the Board. Mr. Starr pointed out that the reason the budget must be considered very carefully is that each area director's responsibility will be to maintain a budget within their area with the amount set up by the program budget. If every change would have to come before the Board, the Board would spend a vast amount of time on each area's budget.

Motion carried.

- 2) Don Finlayson reported that the Art Craft Studio has been given \$75 for the Art Craft Fair, the Creative Arts Festival has been given \$110, and the Talent Bureau has been given \$25. The Brochures budget is reduced to \$199.48 to supply these funds.

Personnel Committee Report

- 1) Dick Stanford reported that the Personnel Committee has done some interviewing for committee chairmanships for next year, but have temporarily discontinued the interviewing until the new Personnel Committee can hold the interviews with the new area directors sitting in on these interviews. All present chairmen must be interviewed if they are planning to re-apply for a committee chairman position.

Jane Quale urged Board members interested in areas to make sure they have their chairmen for next year so people can be contacted during the summer for different Welcomes Week events.

House and Finance Committee Report

- 1) Dick Walter went over the budget for 1959-60. (A copy of this budget is attached to the minutes.) He pointed out that the income from fees is an estimated amount. He also pointed out that the balance of any income which goes over the anticipated amount will be put into the capital improvement fund. Capital improvement would be any actual expansion such as a new wing on Coffman Union or a new Union on the West River bank.

Motion ^{R-87}
K-1346

It was moved to accept this budget.

Seconded and carried.

- 2) Dick Walter pointed out that at present, estimates have been received for the remodeling of the main corridor, the foyers, the Billiard Room, the hall near the Billiard Room, the Games area, and the Fine Arts Lounge. He pointed out that the House and Finance Chairman for next year should acquaint himself with these plans.

Old Business

^{R-88}
Motion K-1347

Dick Stanford moved that the Union Board of Governors establish a freshman council of 20-25 members to be interviewed and approved by the Union Board of Governors each fall during University Welcome Week and put under the direction of the Vice-President and the Secretary of the Union Board who shall report to and have program policies approved by the Executive Committee and the Union Board itself. The Executive Committee, through the Vice-President, shall report tentative plans to the Union Board no later than the second to the last Union Board of Governors' meeting this quarter.

Seconded. Discussion followed.

Lois Eisenberg pointed out that the name "Freshman Council" might be confused with the SLA Freshman Council. Dick Stanford pointed out that this proposed group will be called the Union Board Freshman Council. Cindy Hooper pointed out that by passing this motion, a good plan will be getting under way. If it does not work out, it can always be disestablished. Ken Rasmussen felt that this motion should go through the new Board since they will be the ones working with it. Dick Stanford pointed out that this same type of recommendation has been made in past years and always by the Personnel Committee chairman as they are the ones running into the problem of the lack of Union leaders.

^{R-89}
Motion K-1348

It was moved to amend the previous motion by adding that the function of this group would not include anything that is not specifically stated as a function of the Union Board of Governors in the Constitution.

Seconded and carried.

A roll call vote was called for on the original motion as amended.

Vern Ausen	no
Mimi Baasen	no
Bob Erickson	yes
Sharon Goldman	yes
Cindy Hooper	yes
Barbara Johnson	yes
Pris Orme	yes
Jane Quale	yes
Hank Roberts	no
Dick Stanford	yes
Dick Walter	no

Motion K-1347, original motion as amended, carried.

Dick Erickson stated that as chairman, he feels this is a good idea and one for the Executive Committee to start working on immediately.

- 2) Pris Orme reported that Lambie Day will be held on May 26 from 9:30 to 4:30. It is hoped to have all Board members present at approximately 4:00.
- 3) The old Executive Committee will be making plans for a party for Board members after the Beaux Arts Ball on May 23.
- 4) Mr. Starr pointed out that the active Board has done a tremendous job this past year and pointed out that at the end of winter quarter, the Union was within 32 of the total attendance of last year. He reminded Board members that their academic work should come first and their Board responsibilities will come second.

New Business

- 1) President Erickson reported that WMR has had an AM proposal up before the Board for some time. Tom Stephani and Dave Carlson talked this matter over and decided that it would not be worthwhile to make this change at the present time. Dick also passed out a proposal by WMR for Board members to think over. It will be discussed at next week's meeting.
- 2) Board members discussed whether or not the member-at-large for the Executive Committee should be chosen at this meeting or at next week's meeting. This member must be an area director; not a standing committee chairman. After discussion, the new Board decided to wait until the next meeting to vote on the member-at-large. President Erickson read a brief description of the duties of the President, Vice-President, and Corresponding Secretary.

Elections were held for new officers.

Nominations for President were: Pierre Meyer

^{R-90}
Motion K-1349

It was moved that a unanimous ballot be cast for Pierre Meyer as President.

Seconded and unanimously carried.

Nominations for Vice-President were:

Dick Stanford and Bob Stuebing

^{R-91}
Motion K-1350

It was moved that nominations be closed.

Seconded and carried.

A closed ballot was cast.

Dick Stanford was elected Vice-President.

Nominations for Corresponding Secretary were:

Jane Quale and Cindy Hooper

Cindy Hooper declined the nomination.

^{R-92}
Motion K-1351

It was moved that a unanimous ballot be cast for Jane Quale as Corresponding Secretary.

Seconded and unanimously carried.

These three officers will meet in the next two days and make the appointments for the standing committees and area directors. (The appointments are attached to the minutes.)

Announcements

- 1) The next Board meeting will be held on Tuesday, May 19, at 4:30 in Room 346. Installation of the new officers will take place at that time.

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

Respectfully submitted,

Gordon L. Starr
Recording Secretary

PROGRAM BUDGET

AREA	1958-59 BUDGET	1959-60 BUDGET	AREA	1959-60 BUDGET
<u>ANCE AREA</u>			<u>PUBLIC RELATIONS</u>	
Instruction		\$ 0	WTRR	
Sat. Nite Dance		550.00*	Ad Agency	300.00
Variety Dance		0	Union Movie	2,000.00**
Square Dance		0	Union Relations	1,000.00
			Gopher	400.00
<u>FINE ARTS AREA</u>			Book Covers	600.00
Fine Arts Lounge		650.00	Brochures	300.00
Focus		800.00	20th Anniversary Booklet	700.00
Art-Craft Studio		450.00	Matchbooks	550.00
			<u>UNION BOARD ACTIVITIES</u>	
<u>GAMES AREA</u>			Big Ten Convention	200.00
Tournaments		600.00	Christmas Cards	75.00
Demonst. & Inst.			Christmas Dec. Party	50.00
Publicity			Christmas Decorations	100.00
Big Ten Tourn.		500.00	Board Activities	630.00
Sports Festival			Merit Reception	850.00
			Personnel	600.00
<u>MUSIC AREA</u>			Open Houses	300.00
Coffman Musicales		300.00	Welcome Week	800.00
HI FI Listening		100.00	Leadership Training	
Union Jazz Workshop		600.00	Fall Retreat	250.00
Christmas Sing		150.00	Spring Retreat	100.00
			Leadership Institutes	350.00
<u>NOON PROGRAMS</u>			<u>CONTINGENCY FUND</u>	400.00
Noon Programs		1,090.00	<u>SPECIAL EVENTS REVOLVING FUND</u>	0
Sunday Programs		400.00	<u>SUMMER SESSION EXPENSE</u>	
			Summer Program	2,000.00
<u>OUTINGS AREA</u>			Administration	500.00
Outings Events		380.00	Orientation	300.00
Co-Rec Activities		190.00	<u>PROGRAM ADMINISTRATION</u>	
Outings Equipment		500.00	Supplies	630.00
Outings Training		130.00	Telephone	500.00
			Postage	200.00
<u>SOCIAL SKILLS AREA</u>			Travel (Staff)	500.00
Charm		551.00	Equipment	450.00
Student Faculty		400.00	Misc. 2% overhead & PhysPlant	600.00
American-Foreign Students		200.00		
Toastmasters		150.00	<u>TOTALS</u>	\$29,000.00
Graduate Students		150.00		
<u>TALENT DEVELOPMENT</u>				
Creative Society		575.00		
Creative Arts Festival		1,200.00		
Talent Bureau		300.00		
Radio Workshop		200.00		
<u>PROGRAM DEVELOPMENT</u>				
Program Expansion		1,549.00		

* FALL QTR. only

** \$1,000.00 left for 1960-61

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

TO: Union Board and Staff Members

May 24, 1959

FROM: Pete Meyer, Union Board of Governors President

The following are the assignments for 1959-60:

Personnel Chairman	Bob Stuebing
Public Relations Chairman	Ben Kaufman
House and Finance Chairman	Lois Eisenberg
Program Chairman	Cindy Hooper
Dance Area	Doug Johnson
Fine Arts Area	Chuck Busch
Games Area	Gordon Young
Music Area	Beth Hartmann
Outings Area	Ken Rasmussen
Talent Area	Ellen Fitzgerald
Noon Programs Area	Ron Moe
Social Skills Area	Kay Jordan

STANDING COMMITTEES:

Executive Committee

Pete Meyer - Chairman
Dick Stanford
Jane Quale
Theodore Fenske
Member at Large
Gordon Starr

Program Committee

Cindy Hooper - Chairman
Kay Jordan
Gordon Young
Beth Hartmann
Vernon Ausen
House and Finance chrm. or rep.
Don Finlayson

House and Finance Committee

Lois Eisenberg - Chairman
Bob Stuebing
Douglas Johnson
Douglas Wolfangle
Gordon Starr

Public Relations Committee

Ben Kaufman - Chairman
Ken Rasmussen
Jane Quale
Martin Snook
Ron Barrett

Personnel Committee

Bob Stuebing - Chairman
Ron Moe
Chuck Busch
Ellen Fitzgerald
Gordon Kingsley
Ron Barrett

bb

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION
DEPARTMENT OF STUDENT UNIONS

ESTIMATE OF INCOME & EXPENDITURES
1958-59 - 1959-60

<u>OPERATING EXPENSES</u>	<u>1958-59</u>	<u>1959-60</u>	<u>INCOME</u>	<u>1958-59</u>	<u>1959-60</u>
Administration			Fees	\$365,548	\$359,848
Salaries	\$ 61,440	\$ 63,897			
Supplies & Expense	22,000	22,000			
Maintenance			Bowling Alley		
Salaries	78,659	81,805	Fees	65,000	70,000
Supplies & Expense	49,750	60,000	Merchandise	13,300	12,000
Bowling Lanes - Salaries	21,521	22,381	Billiard Room		
Expense - Supplies	35,000	35,000	Fees	15,000	15,000
- Merchandise	6,000	6,000	Merchandise	52,000	55,000
Billiard Room			Artercraft Workshop	4,500	4,000
Salaries	14,567	15,149			
Supplies	4,000	4,000	Program		
Merchandise	38,000	45,000	Admissions &	28,000	25,000
Artercraft Workshop			Other		
Salaries	9,912	10,111	Village Union		
Supplies & Expense	4,500	4,500	Program	1,500	1,500
Program			Merchandise	13,500	13,500
Salaries	37,812	39,304			
Supplies & Expense	24,600	29,000			
Village Union	<u>24,020</u>	<u>24,000</u>			
	\$431,771	\$462,147		\$558,348	\$555,848
Total Operating Expense	\$431,771	\$462,147			
Renovation Allowance for Coffman Union	61,289	61,289			
Debt Service on Expansion St. Paul Campus	32,306	32,306			
Capital Improvement Minneapolis Union	<u>32,982</u>	<u>106</u>			
Total Expense	\$558,348	\$555,848	Total Income	\$558,348	\$555,848

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS

AGENDA

May 19, 1959

- I. Installation of Officers---Gordon Starr
Presentation of Board pins---Dick Erickson

- II. Standing Committee Reports
 - A. Executive Committee Report---Pete Mayer
 - 1) Orientation Program Coordinator
 - 2) Member to Social Service Council
 - 3) Freshman Council Meeting
 - 4) Announcements

 - B. Program Committee Report---Cindy Hooper
 - 1) Area Directors' Reports

 - C. Public Relations Committee Report---Ben Kaufman
 - 1) Meeting Time Schedule
 - 2) Coffman Capers

 - D. House and Finance Committee Report---Lois Eisenberg
 - 1) Meeting Time Schedule

 - E. Personnel Committee Report---Bob Stuebing
 - 1) Interview Schedule
 - 2) New system of committee appointments
 - 3) New policy on chairmanship application

- III. Old Business
 - A. Big Ten Conference Report
 - B. Lambie Day
 - C. WMR Proposal

- IV. New Business
 - A. Member-At-Large Election

- V. Announcements

- VI. Adjournment---Dinner in Room 355

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 19, 1959

New Members Present:

Ken Rasmussen, Chuck Busch, Douglas Johnson, Pierre Meyer, Kay Jordan, Ellen Fitzgerald, Ron Moe, Elizabeth Hartmann, Gordon Young, Lois Eisenberg, Robert Stuebing, Vernon Ausen, Gordon Starr

New Members Absent:

Ben Kaufman, Douglas Wolfangle, Gordon Kingsley, Martin Snoke, Theodore Fenske

Others Present:

Dick Erickson, Pris Orme, Don Finlayson, Ron Barrett, Barbara Bowman

The meeting was called to order by retiring President, Dick Erickson, at 4:30 in Room 346. The minutes from the previous meeting stand approved as presented.

Installation of Officers

Mr. Gordon Starr installed the officers for 1959-60. They are:

Pete Meyer	President
Dick Stanford	Vice President
Jane Quale	Corresponding Secretary

Dick Erickson then presented the Union Board of Governors pin to Pete Meyer and turned the gavel over to the new President. The new Board members also received their Union Board pin; Mr. Starr pointed out that the pins are the symbol of the North Star state.

Executive Committee Report

- 1) President Meyer pointed out that each year the Union has a member on the two-day orientation staff. The member on the orientation staff from the Union would be a program coordinator and would work four nights a week from 5:00 until 8:00 at the Chi Psi Lodge and the Hillel Foundation. This is a paid position of \$100 for the entire period of six weeks from August 3 to September 15. (There is a two-week vacation in the middle of this six-week period.) Pete suggested that any interested members talk to Dick Stanford, the Union representative last year. If any members of the Board are interested in this position, they should contact Pete Meyer before next week.

- 2) There is also an opening for a member on the Social Service Council. This organization runs Campus Carnival and other fund raising events. If any Board members are interested in this position, contact Pete Meyer.
- 3) On Wednesday, May 20, there will be a Freshman Council meeting at 3:30 in Room 227. Jane Quale, Dick Stanford, and Pete Meyer will discuss the Freshman Council. If any Board members are interested or have any ideas or suggestions, they should feel free to attend this meeting. At the meeting, the report which will be presented to the Board will be prepared.
- 4) President Meyer reported that next year's Region VII Conference will be held at the St. Paul Student Center. The Association of College Unions' Planning Committee met on April 25 and suggested two possible dates for this conference; November 6 and 7, or November 13 and 14. Pete asked for comments or suggestions on what dates the Union Board would prefer. It was pointed out that the dates of mid-quarters should be checked on so that there is no conflict. The Executive Committee will make some decision and report to the Board.
- 5) Pete reminded Board members to make daily visits to their program consultants in case of any problems which may arise and also to inform the consultant of any plans they may have. Board members should also check their mail boxes daily. Ellen Fitzgerald raised the question as to whether or not the program consultants will be changed next year. Mr. Starr pointed out that the actual appointment of staff members in all positions rest with the administration. In the case of the Coffman Union staff, Mr. Starr informs the Board as to appointments and terminations. Some of the program consultants may be rotated to different areas next year. Mr. Starr pointed out that there should not be much of a change over next year.

Program Committee Report

- 1) Cindy Hooper, Program Chairman, reported that last year's program chairman, Dick Johnson, came up with the idea of calling on two area directors at each Board meeting for an area report. These area reports keep the Board informed of each area's activities and events. Each area director then gave a brief run down on their area.

Ron Moe - Noon Programs. Ron reported that the Noon Programs Committee has no chairman and is in the process of recruiting new personnel at the present time.

Ken Rasmussen - Outings Area. Ken reported that the Outings Equipment Committee has no chairman as yet. He pointed out that equipment is checked out and rented to different groups on campus. Ken reported that the Outings Events area is planning a canoe trip to Taylors Falls with a picnic and dance following.

Co-Rec will be putting on programs on Friday nights. Ken also reported that the opera picnic on Saturday evening was very successful. About 300 people attended this event.

Doug Johnson - Dance Area. Doug reported that Dance Instruction has done very well this year. The Saturday Night Dance Committee has not done too well this year but there are many ideas under way; there are also some applications for chairmanships in the Dance Area. Doug also reported that the Beaux Arts Ball chairman is ill at the present time; anyone interested in helping out with this event can contact Vonny Hagen. Dick Stanford raised the question as to why the Ray Eberle Band is not publicized as "with the Glenn Miller Band." Don Finlayson pointed out that Ray Eberle does not allow this in his contract. Mr. Starr raised the question as to how many tickets have been given out. Sixty tickets have been distributed. (Admission with costume and free ticket is required.) Kay Jordan pointed out that Comstock Hall will be holding a dance the same night. Doug Johnson pointed out that more publicity will be getting out in the next three days. The intermission planned for the Beaux Arts Ball will be the winners of the State Wide Talent Contest.

Gordon Young - Games Area. Gordy reported that the Games Area will not have much of a change over last year. The area is trying to get top-name people for demonstration programs.

Kay Jordan - Social Skills Area. Kay pointed out that the Foreign Students Committee is in the process of getting a chairman. This committee presented a program Monday night in the main ballroom. Attendance was low. Next Sunday, a program is being co-sponsored for the Israel Independence Day. Charm is presenting a style show on Wednesday, May 20, and the Student Faculty Committee had a coffee hour on Tuesday, May 19.

Beth Hartmann - Music Area. Beth reported that the Music Area had most of their Creative Arts Festival programs last week. The Day of Jazz was very successful with 1500 persons attending the night performance and 1300 in attendance during the day. Coffman Musicale had two programs last week; the Choralaires with an attendance of about 350, and the Israeli-American Folk Dancers, which had a rather small attendance. Next Tuesday, Coffman Musicale is co-sponsoring a Noon Program with the University Band.

Chuck Busch - Fine Arts Area. Chuck reported that he has been working mostly with Focus during the Creative Arts Festival. He pointed out that Janne Yaggy, chairman of Focus, has been doing a very good job. About 80 persons attended the poetry-reading hour last week. Next Thursday, Focus will have the Quiz Bowl Team discuss great books. On Wednesday, the movie "Volpone" will be shown. Mr. Starr asked if any Board members had attended the Art Craft Fair. Doug Johnson reported that the Fair was very good with a large number of good exhibits. Attendance seemed to be very good. Between 11:00 and 2:30, about 800 people attended the Craft Fair.

Ellen Fitzgerald - Talent Development Area. Ellen reported that the Talent Bureau has been working on the State Wide Talent Contest which will be presented on Friday, May 22. This show will consist of 13 acts sent from different colleges in Minnesota. Mr. Starr pointed out that the Alumni Association has worked out an arrangement whereby the University Band will be making trips outside of the state. He pointed out that the Talent Bureau could form a group to go out between quarters and show the talent of the University students throughout the state. Region V presented a talent show on a regional basis. The Creative Society will be presenting Ruddigore by Gilbert and Sullivan on May 19-21 at 8:30.

Public Relations Committee Report

- 1) Bob Stuebing reported for Ben Kaufman on Coffman Capers which is jointly handled by Public Relations and Personnel. Bob asked if anyone on the Board would be interested in taking over his position on Coffman Capers since he is chairman of Welcomes Week. Dick Stanford pointed out that the personnel chairman's part of the job is the carnival and program side of the event. Cindy Hooper pointed out that the area directors would probably be quite busy. Lois Eisenberg volunteered to be the co-chairman of this event.

House and Finance Committee Report

- 1) Lois Eisenberg presented a plan for room assignments and the contracts will be presented next week.

Personnel Committee Report

Motion ^{R-93}
K-1352

Bob Stuebing moved that the following persons be accepted as committee chairmen:

John Stoller ----- American-Foreign Students
Warren Whitbeck - Union Jazz Workshop
Nancy Nietz ----- Ad Agency
Jay Ells ----- Fine Arts Lounge
Bonnie Nelson --- Charm

Seconded. Discussion followed.

Cindy Hooper questioned the personnel committee's procedure of bringing only one applicant to the Board for approval. Dick Stanford pointed out that interview schedules are posted and interested individuals should attend interviews in order to evaluate all candidates.

Motion is carried.

- 2) Bob Stuebing read the interview schedule for the remainder of the week. The rest of the interview schedule will be posted in Room 231.
- 3) Chuck Busch stated that if any Board member knew of anyone who would be interested in the position of Focus chairman, get in touch with him.

Old Business

- 1) Ellen Fitzgerald presented a written report to the Board on the Big Ten Conference which she attended along with Ben Kaufman and Sheila Sullivan, staff member. Ellen pointed out that the conference was very worthwhile and interesting. She also pointed out that one of last year's operating rules, Article III, Section 2, which provides for only two delegates and a staff consultant to attend the Big Ten Conference was changed to state that the number of delegates to the annual conference shall be determined by the Union Boards of the attending schools. Dick Erickson raised the question as to whether or not there was much opposition to this motion. Ellen stated that it was almost a unanimous vote.
- 2) Pris Orme, general chairman of Lambie Day, gave a progress report on this event. She reported that Lambie Day will be held on Tuesday, May 26, from 9:30 a.m. until 4:30 p.m. in the Game Room. Coffee and cookies will be served during the day. All Board members are requested to be in the Game Room a little before 4:30. Publicity will be through the Daily and posters in the Game Room. Board members were urged to tell their committee chairmen and members about Lambie Day.

- 3) The WMR Proposal will be postponed until the next meeting. In the meantime, the Public Relations Committee will work on it.

New Business

Nominations were opened for the member-at-large of the Executive Committee. Doug Johnson, Kay Jordan, and Ellen Fitzgerald were nominated.

R-94
Motion K-1353

Gordon Young moved that nominations be closed.

Seconded and carried.

Discussion on the three candidates took place.

A closed ballot was cast and Doug Johnson was elected the new member-at-large of the Executive Committee.

- 2) Chuck Busch reported that Michigan has what is called the Union Ride Bureau. Students can sign up for whether or not they would like a ride or are driving to certain areas. Chuck pointed out that this may be a good thing for Coffman Union to start, especially since the summer vacation is approaching. It was suggested that this be presented to the Program Committee for investigation.

Announcements

- 1) Pete Meyer announced that Dick Stanford will be the 1959 Homecoming Chairman. Dick pointed out that he feels more use should be made of the Union during the entire homecoming week. He also pointed out that in the past, the only homecoming event held in the Union is the dance. He urged area directors to be thinking of different programs which can be presented during homecoming week.
- 2) The Advanced Leadership Training Seminar will be held on Thursday, May 28, at 7:00 p.m. in Room 315. This seminar is for all new Board members and all new committee chairmen. Dick Erickson and Pris Orme will present the seminar.
- 3) The Expansion and Development Committee will hold a meeting on Thursday, May 21, at 4:30 in Room 346. The committee itself will discuss proposals which will be presented to the Board.
- 4) Pete called the Board members attention to the "Philosophy of the Union" and "Qualities and Functions Expected of Board Members" which were placed in the Board folders. Pete also reminded Board members of their duty to attend all Union functions and events.

- 5) Mr. Starr will leave May 20 for a fishing trip to Canada and will not be here for next week's Board meeting.
- 6) Mr. Starr stated that it is evident from the meeting today that the new Board is off to a good start.

^{R-95}
Motion K-1354

Dick Stanford moved that the meeting be adjourned.

Seconded and carried.

The meeting was adjourned at 6:20. Dinner was held in Room 355 immediately following the meeting.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

Ron Moe changed from Personnel Standing Committee to House and Finance Standing Committee to replace Doug Johnson, new member-at-large of the Executive Committee.

GLS:bb

UNIVERSITY OF MINNESOTA
UNION BOARD OF GOVERNORS

REPORT ON BIG TEN CONFERENCE

submitted by

Ellen Fitzgerald

Sheila Sullivan, Ben Kaufman, and I arrived at the Iowa Memorial Union about 4:00 C.S.T. and registered. We had free time until 6:00 when the conference began with dinner. Following dinner, Dr. Earl E. Harper, Director of the Iowa Memorial Union, gave the keynote address referring to the recent article in the Saturday Evening Post which charged that Unions were great time wasters detracting from the all-important academic life. Dr. Harper refuted this by stating the unions did not detract but supplemented the academic life and that recreation, a basic human value, is extremely necessary and most effectively put to use in the Union.

The discussion following dinner was, in my opinion, the most interesting and informative discussion of the conference. The subject was the "Evaluation of Union Programs." The moderator asked for criteria for program evaluation, and (1) student participation, (2) benefits to the students preparing the program, (3) finances, and (4) reputation of the union established by the program were suggested. However, more interesting than this were the examples of programs that students offered when proving a point. From these examples came many interesting ideas that could be utilized in our Union. For instance, Ohio has a committee set up for the sole purpose of determining the latest trends and needs of the campus through careful research, their findings being used in more effective programming. The Michigan Union has set up a miniature United Nations in which a foreign student is invited to represent his country and discuss questions similar to those discussed in the United Nations. Their discussion sessions are open to the students. The University of Michigan has set up a Hyde Park, U.S.A., where anyone can get on the soapbox and voice his opinion on a campus issue and some very lively sessions occurred. Every school in the discussion agreed that the day of the All-Campus Big Name Band dance was gone and the trend was towards the smaller, quieter affair. Indiana offers its students a night club atmosphere with dinner, entertainment, and dancing. These were some of the more outstanding ideas that came out of the discussion. It was concluded that programming is mainly a process of trial and error with careful thought, and activity should never be mistaken for achievement.

On Saturday after breakfast and coffee break, we broke up into discussion groups again. This time we discussed the topic "Motivation of the Union Board Committee Members." One of the prime methods of motivation was recognition not only within the Union structure itself but also on the campus. Here, every participant said they ran into difficulty because of the poor cooperation they received from their campus newspapers. There were several ways that the various schools got around this -- many schools sent out newsletters to campus organizations and press releases to hometown papers. Indiana sponsored a special program on the campus radio station while other schools showed pictures, posters, and brochures. Many schools were intrigued by a page such as our "State of the Union," as a means of recognition. Getting back to the discussion on motivation of committee members,

it was agreed that this was the chairman's responsibility. Interesting activities, individual responsibility and long term projects were suggested as a means for holding the committee members' interest. To combat the drop out and instability of the "gung-ho joiner" first quarter freshman, neither Michigan State nor Iowa allowed freshmen on committees until spring quarter. The discussion ended with the conclusion that a person enters union work for two main reasons -- prestige and service to the University, and it is up to the skillful committee chairman to utilize both drives.

In the afternoon, all delegates attended a leadership school that consisted of a symposium. Five students spoke on the subjects, "Definition of Leadership," "Leadership Methods," "Initiative and Leadership," and "the Union Boards' Role as a Guiding Light of the University." The speeches were excellent, but the open discussion that followed it was really quite worthless. We were dealing with philosophy and had lost contact with actual problems and reality. Following this, a business meeting was held. We concerned ourselves mainly with the Operating Rules for the Big Ten Student Conference. We adopted the old rules, changing it at several points. On the question of delegates, Article III, Section II - Number of delegates to the annual conference shall be determined by the Union Boards of the attending schools. (The old rules provided for only two delegates and a staff consultant.) It was decided that operating rules may be amended by a three-fourths vote instead of a unanimous vote--Article VI, Section I, and finally all of Article VII was omitted, making it unnecessary for the individual union boards to ratify the rules. Indiana was selected as the next site for the Big Ten Conference and Indiana, Iowa, Illinois, and the University of Michigan were elected to the Executive Committee. With this, the business meeting closed.

After dinner, we exchanged program information, or propaganda as it was called at the conference. It pointed out one thing to the Minnesota delegates-- we could certainly make better use of our brochure fund.

I definitely believe that the conference was worthwhile and very interesting. I gained a broader view of the problems of a large union by seeing them magnified ten times over and at the same time gained deeper insight into my own union's structure through comparison and discovery of its own individual and characteristic features. The test of the conference's worth comes now as I, a representative of that conference, must put its ideas to use through my union board.

5-19-59

BB

QUALITIES AND FUNCTIONS EXPECTED OF
BOARD MEMBERS

- I. Running a meeting effectively:
 1. Awareness of long-range plans of the Union
 2. Assist with pre-planned agenda
 3. Parliamentary procedure
 4. Make committee reports effective
 5. Effective use of Executive Committee

- II. Knowledge a Board Member should have:
 1. Constitution and By-Laws
 2. Structure of Organization
 3. Duties of Officers
 4. University resources and facilities
 5. Stated purpose of organization
 6. History and traditions of organization
 7. Policies and regulations that pertain to organization

- III. Developing and strengthening organization's program:
 1. Long range planning
 2. Understanding member's needs and interests
 3. Concern for individual and group morals
 4. Stimulating interest in program
 5. Delegating responsibility
 6. Involving people in planning and execution
 7. Following up on chairmen
 8. Orientation of new Board and Committee members
 9. Evaluation of Committee Chairmen
 10. Keeping Area records

- IV. Leadership developments:
 1. Recognizing and utilizing potential leaders
 2. Involving all committee personnel in planning
 3. Specific leadership training program
 4. Delegating responsibility
 5. Being sure committee members are well-informed
 6. Orienting new Board Members and Committee Personnel and introducing them to duties
 7. Evaluation of Board and Committee Meetings
 8. Committee reports of area

- V. Expectation of Board member as an individual:
 1. Setting example
 - a.) Personal conduct
 - b.) Organization standards respected
 - c.) University standards respected
 2. Interpretation of ideas and regulations
 3. Accepting one's role to various situations arising
 4. Representing organization to public
 5. Have enthusiasm

VI. Communications:

1. Prompt response to correspondence and requests for information.
2. Keeping group well-informed.
3. Public Relations and publicity for organization.

VII. Administrative Responsibilities of the President:

1. Records
 - a.) Committee report
 - b.) Special project reports
 - c.) Officer reports
 - d.) Correspondence files
 - e.) Minutes
 - f.) Policy files
2. Keeping constitution and By-Laws up to date
3. Orientation of new officers and members
4. Leadership development

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

UNION BOARD OF GOVERNORS
AGENDA

May 26, 1959

- I. WMR Award Program---Tom Stephani

- II. Standing Committee Reports
 - A. Executive Committee--Pete Meyer
 - 1) Summer Orientation Coordinator
 - 2) Leadership Seminar
 - 3) Freshman Council

 - B. Program Committee--Cindy Hooper
 - 1) Summer Programming
 - 2) Co-sponsorship
 - 3) Area Director's Quarterly Report
 - 4) Homecoming Dance Band
 - 5) Games Area Change
 - 6) Model United Nations
 - 7) Area Reports

 - C. House and Finance Committee--Lois Eisenberg
 - 1) Room Contracts
 - 2) Ballroom Conflicts
 - 3) Ballroom Conflict Resolution

 - D. Personnel Committee
 - 1) Chairmanship Appointments
 - 2) Evaluation Forms for Chairman
 - 3) Relationship Between Area Directors and their
Chairman

 - E. Public Relations Committee--Ben Kaufman
 - 1) WMR Proposal
 - 2) Coffman Capers
 - 3) Brochures

- III. Old Business
 - A. Lambie Day
 - B. Expansion and Development Committee Report

- IV. New Business

- V. Announcements

- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 26, 1959

Members Present:

Ken Rasmussen, Chuck Busch, Pierre Meyer, Kay Jordan, Ellen Fitzgerald, Ron Moe, Elizabeth Hartmann, Gordon Young, Lois Eisenberg Robert Staubing, Ben Kaufman, Dick Stanford, Jane Quale, Cindy Hooper, Vernon Ausen, Douglas Wolfangle, Martin Snoke, Gordon Starr

Members Absent:

Douglas Johnson, Gordon Kingsley, Theodore Fenske

Others Present:

Bob Erickson, Hartley Koch, Jim Hancock, Don Finlayson, WMMR Staff, Barbara Bowman

The meeting was called to order by Pete Meyer at 4:30 in Room 346. Corrections to the minutes from the previous meeting are as follows:

Dick Stanford, Jane Quale, and Cindy Hooper should have been listed among the new members present.

The minutes stand approved as corrected.

The WMMR Award Program was held during the Board meeting. Tom Stephani pointed out that WMMR strives toward a professional level and certain individuals on the WMMR staff have proven that they have reached this professional level. The following people received awards for their outstanding service:

- Jim Luban Engineer of the quarter
- Jenner Roth Outstanding member of the office staff
- Tom Kilbride Outstanding department head
- John Sewall Outstanding work done in sales
- Jim Anderson Announcer of the quarter (absent)
- John Ostby Outstanding work done in sales (absent)

An award was presented to each Hartley Koch and Don Finlayson by Tom Stephani for the excellent help and guidance they have given WMMR. Don Finlayson presented Tom Stephani with the station manager award. Tom then presented the shepherd's staff to Tom Kilbride, the new station manager. (The shepherd's staff is handed down from manager to manager each year.) Tom Kilbride then presented Tom Stephani with a loving cup which had engraved on it, "Tom Stephani, Shepherder of the Year--1959." Pete Meyer pointed out that the Board appreciated sitting in on the award ceremonies. He also announced that the WMMR staff is having a picnic this evening and everyone is invited to attend.

Executive Committee Report

Motion ^{R-96} ~~K-1355~~

It was moved that Dick Stanford be appointed as the Union Board of Governors summer orientation coordinator.

Seconded and carried.

- 2) Pete Meyer announced that the Advanced Leadership Training Seminar will be held on Thursday, May 28, at 7:00 p.m. in Room 320. Pete urged Board members to attend this seminar as this will be the last advanced seminar until fall quarter. If anyone is interested in assisting with this seminar, they should contact Ron Barrett.
- 3) Dick Stanford went over "The Proposed Purposes, Organization, and Program of the New Freshman Council of the Union Board of Governors" which was passed out to Board members. (A copy of this report will be attached to the permanent files of the minutes.) The three purposes of this Freshman Council are as follows:

To train these freshman in leadership techniques and skills
To give them practical experience in Union affairs
To give them an orientation into the University and the Union

After going over the plan, discussion was called for. Kay Jordan raised the question as to whether or not the Freshman Council would be under any special area. Dick pointed out that their specific projects will determine which area they will be working under. Mr. Starr directed the question to Dr. Snoke as to whether or not the name "Freshman Council" will cause any problems campus wide. Dick Stanford pointed out that it will be referred to as the Union Board Freshman Council. Dr. Snoke felt that it may cause some problem. Dr. Snoke raised the question as to what the Board's intention will be regarding the criteria which will be used for the selection of the Council; will it be those who are interested or determined in some other way. Dick Stanford pointed out that they will determine by interviews and achievements on their high school records. Ken Rasmussen pointed out that a great number of students who are quite active in high school are not active in college because of the great demand on studies. Lois Eisenberg suggested that the interviewing procedure be looked into very carefully. It was brought up that the Vice President, Secretary, and the Executive Committee will be in charge of this Union Board Freshman Council and they will report to the Board.

Motion ^{R-97}
K-1356

Dick Stanford moved that the Union Board adopt "The Proposed Purposes, Organization, and Program of the New Freshman Council of the Union Board of Governors."

Seconded and carried.

Program Committee Report

- 1) Jim Hancock, Program Consultant, reported on the summer programming plans for the Union. He pointed out that it was found that there will be an increasing number of younger students attending the summer session. Jim reported on the schedule for the summer months which included Monday night square dances, Tuesday night dance instruction parties, Wednesday night patio parties, Thursday night bridge instruction, and Friday night country club dances with a band on the Terrace. The Art Craft Studio would be open every day from noon until 6:00. It may be open one or two nights a week depending upon the demand. The Billiard Room will be kept open from 9:00 a.m. until 9:00 p.m.

The Board has allocated a \$2,000 budget for programming during the summer, \$500 for administration, and \$300 for orientation. A budget subsidy of \$980 has been allocated from the Summer School office for Open Houses and the Friday night country club dances, square dances, and dance instruction. There is an anticipated program income of \$1500. (A copy of the summer program budget will be ready for next week's meeting.) If the Board approves the summer programming plan, it would mean that the staff will act in the same capacity as the area directors, committee chairmen, etc. in producing programs during the summer since few Board members will be available during the summer. However, all policies will be referred to the Board at all times.

^{R-100}
Motion K-1357

Cindy Hooper moved that the Board accept the summer programming plan as presented by Jim Hancock.

Seconded and carried.

- 2) Cindy Hooper, Program Chairman, reported that the Program Committee approved the following two co-sponsorships:

The Israeli-American Club and the American Foreign Students Committee for the celebration of the Israel Independence Day on Sunday, May 24.

The Noon Programs Committee and the Minnesota Alumni on Friday, May 29; a noon program which will include a movie and panel discussion.

- 3) Cindy reminded area directors to fill out the area director's quarterly report with the help of last year's area directors. She is mainly interested in the recommendations for next year. These reports should be put in Cindy's mailbox as soon as possible.
- 4) Don Finlayson reported that there has been two different offers for a home-coming band. One is the original Glenn Miller orchestra and the other is the Dukes of Dixieland, each at \$2,000. Don asked if the Board had a preference to which band should be contracted. Ben Kaufman pointed out that he felt the Dukes of Dixieland would be the best band in terms of cash drawing power.
- 5) Cindy reported that the Program Committee approved the establishing of a bowling committee under the Games Area to handle the Big Ten Bowling Tournament and other bowling duties.

^{R-101}
6) Motion K-1358

Cindy Hooper moved that the Student-Faculty Committee and the Focus Committee be combined into one committee under the Fine Arts Area and that their budget be set up at \$800 and that Vivian McFerran be the chairman of this committee for the remainder of the year.

Seconded. Discussion followed.

Cindy pointed out that both area directors involved approve of this change. Both committees have been planning the same type of meetings. Ron Moe raised the question as to what this committee will be called. Cindy pointed out that this would be up to the committee. Dick Stanford pointed out that these two committees should not be combined since they have different objectives and goals.

Motion defeated.

^{R-102}
Motion K-1359

Dick Stanford moved that the Student Faculty Committee be transferred to the Fine Arts Area.

Seconded and carried.

- 7) Kay Jordan brought up the suggestion of the Union sponsoring a model United Nations as a special event during winter quarter. She pointed out that each house would represent a country; eight delegates from each unit would probably be sent to discuss current affairs of the United Nations.

^{R-103}
Motion K-1360

It was moved that this suggestion be tabled until next week's meeting for further discussion.

Seconded and carried.

Expansion and Development Committee Report

Bob Erickson read the completed Expansion and Development Report to the Union Board. A meeting of the Executive Committee will be set at which time this report will be discussed. Anyone who is interested is welcome to attend. A notice of the time of this meeting will be sent to all Board members.

^{R-104}
Motion K-1361

It was moved to accept the report from the Expansion and Development Committee.

Seconded and carried.

House and Finance Committee Report

- 1) Ron Moe reported for Lois Eisenberg. Ron brought up that the House and Finance Committee recommended approval of the Minnesota Student Association contract for the use of Room 213 because they were given official SCSA approval to carry on their business.

R-105

Motion K-1362

It was moved to accept the MSA contract as signed and authorized by SCSA for Room 213, Coffman Union, from May 8, 1959 to June 15, 1959.

Seconded. Discussion followed.

It was pointed out that the SCSA has established this group as an official organization of the University. Cindy Hooper pointed out that the House and Finance Committee must have looked into this situation very carefully and the Board should accept their recommendation.

Motion carried.

2) The House and Finance Committee recommended approval of four main ballroom conflicts. The four conflicts are as follows:

- a) The Minnesota High School Press Association Conference replacing Noon Programs on Thursday, April 29, 1960 (want to reserve the entire day but would conflict with Noon Programs only) and Noon Programs on Friday, April 30, 1960.
- b) The ROTC All-Service Ball on Friday, May 20, 1960 replacing Creative Arts Festival event. This is an annual ROTC affair and would be for the evening only.
- c) The Hillel Foundation Ball replacing Saturday Night Dance on January 23, 1960.
- d) The APO Explorer Scouts Ball on Saturday, February 6, 1960, replacing the Saturday Night Dance.

R-106

Motion K-1363

It was moved to accept recommendations a, c, and d.

Seconded. Discussion followed.

Motion and Second withdrawn.

It was pointed out that the ROTC All-Service Ball is an annual event and is always held on a specific date.

R-107

Motion K-1364

It was moved that the ROTC All-Service Ball replace Creative Arts Festival event on Friday evening, May 20, 1960.

Seconded and carried.

Motion K-1365 ^{R-108}

It was moved that the Minnesota High School Press Association Conference replace Noon Programs on Thursday, April 29, 1960 (will be held during the entire day) and on Friday, April 30, 1960.

Seconded and carried.

Motion K-1366 ^{R-109}

It was moved that recommendations c and d (Hillel Foundation Ball and Explorer Scout Ball) be tabled until more information as to the date of the Sno Ball can be obtained. The dates of the Sno Ball and the two above events may conflict.

Seconded and carried.

Personnel Committee Report

- 1) (The following motion was made at the beginning of the meeting before the WMMR staff was present but is placed at this point in the minutes to save confusion in committee order.)

Motion K-1367 ^{R-110}

It was moved to appoint Tom Kilbride as station manager of WMMR for 1959-60 on the provision that he maintain a 2.2 honor point ratio.

Seconded and carried.

- 2) Ellen Fitzgerald reported for Bob Stuebing.

Motion K-1368 ^{R-111}

It was moved to accept the following people as committee chairman:

- Pat Holtz Talent Bureau
- Del Olds Big Ten Bowling
- David Frederickson Public Relations Bureau
- Nancy Arko Saturday Night Dance
- Dave Thompson Games Tournaments
- Mary McCulla Creative Society
- Tom Kilbride WMMR
- Tom Brick Toastmasters
- Don Picard Games Demonstrations and Instruction
- Dennis Sweet Outing Events
- Vivian McFerran Student-Faculty Relations
- John Gregoire Dance Instruction
- Mary Beth Braden Art Craft Studio

Seconded and carried.

- 3) Ellen reported that the evaluation forms for chairman have been distributed. These should be completed with the help of the old area directors.
- 4) Ellen pointed out that all committee chairmen who were just approved should be contacted by their area directors. The area directors should find out if they have any ideas for Coffman Capers and also get their summer addresses.

Public Relations Committee Report

- 1) Discussion was held on the payment plan for personnel of WMMR which was presented by Tom Stephani some time ago.

Motion ^{R-112}~~K-1369~~

Cindy Hooper moved that the Board accept the WMMR proposal for payment of their staff.

Seconded. Discussion followed.

Ben Kaufman pointed out that it is not the philosophy of the Union to pay people for voluntary work. Tom Stephani pointed out that the purpose of the plan is to set certain goals for the people working on the staff. He also pointed out that by his plan, the WMMR staff would receive payment only if they make a profit and eventually, the profit would go to the Union. In order for anyone on the staff of WMMR to gain from this plan, the station would have to be operating on a profit. Dr. Snoks raised the question as to how WMMR is different than other programs who have income. Tom pointed out that WMMR and the Ad Agency are strictly professional. Jane Quale pointed out that WMMR is under the Union and this plan does not fit under Union policy. Mr. Starr pointed out that this plan is of such a different type nature that it would have to go through the University administration if passed by the Union Board.

Motion defeated.

- 2) Ben stressed the importance of having the basic committees set up for Coffman Capers before the summer begins. The area directors will have to assume the responsibility for setting up committees for this event for the committees which have no chairmen.
- 3) Ben Kaufman pointed out that the book cover, brochures, and 20th anniversary booklet budget combined total \$1600. Ben suggested that this money be used to make up a brochure on the Union, similar to the one put out by Ohio State which he passed around to Board members. Ben pointed out that this brochure made quite an impression at the Big Ten Conference. A brochure of this type would include Union activities, fall, winter, and spring quarter calendars, athletic schedules, list of Greek houses, and pages about the Union. Ben stated that the Public Relations Committee would like to recommend this type of booklet taking place of the three publications named above in the future. It was pointed out that budgets can be manipulated within an area with the approval of the Program Committee. Any Board members interested in Ben's suggestion should come and express their views at the Program Committee meeting next Tuesday at 12:30.

Old Business

- 1) Dick Stanford, Vice President, presided over the remainder of the meeting. He stated that Pete Meyer wished to express his thanks to everyone who stopped in to see Lambie. A plaque was presented to Lambie establishing a bridge tournament in her honor. Winners of the tournament will have their names engraved on the plaque. Lambie was very appreciative of this honor, and Lambie Day turned out to be very successful.

New Business

- 1) Mr. Starr announced that there will be changes in the three following staff positions:

Ron Loomis will replace Bill Chase, administrative fellow.
Jerry Hursh will replace Jim Hagle, program administrative fellow.
Sheila Sullivan will be leaving sometime this summer.

- 2) Mr. Starr informed the Board that he has not yet received word on the appointment of a new faculty member to replace Dr. Fenske who has served out his term.

Announcements

- 1) Dick Stanford pointed out that it states in the By-Laws that the Union Board shall have two meetings during the summer months (Item B no. 3). The Executive Committee will try to set up the two dates and will inform Board members of them.
- 2) As there are limited copies, the Board members were reminded to bring their Expansion and Development Reports to the Board meeting next Tuesday as they will be discussed at this time.
- 3) Board members should be sure to leave their summer addresses and the length of time they will be at the address with Jane Quale since members will have to be contacted at various times.
- 4) Dick stressed the importance of Board members to be back to the University by Welcome Week. He pointed out that each area director has an active role to play in the Welcome Week recruitment program.
- 5) All absences from the Union Board meeting must be excused by the Executive Committee.
- 6) The President's Reception will be held on June 7 at 3:15. This event will be held on the lawn behind the Continuation Center and in case of rain, will be held in the Union ballroom. Mr. Starr raised the question as to whether or not the Board would like to invite the Student Council of Religion to assist as hosts for the Reception. An invitation has already been extended. Board members were urged to participate in this event.

7) There will be a meeting next week at 4:30 in Room 346.

Motion ^{R-113}~~K-1370~~

It was moved that the meeting be adjourned.

Seconded and carried.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

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UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

THE PROPOSED PURPOSES, ORGANIZATION, AND PROGRAM
OF THE NEW FRESHMAN COUNCIL OF THE UNION BOARD OF GOVERNORS

Purposes:

1. To train these Freshman in leadership techniques and skills.
2. To give them practical experience in Union affairs.
3. To give them an orientation into the University and the Union.

Setting up of Organization:

1. During Welcome Week preliminary interview discussions will be held in which a Board member will act as chairman and moderator to a discussion group of 6 Freshman. Their performance will be evaluated by other Board members. (No arbitrary number will be chosen from each group of six.)
2. Those chosen from the first groups will be contacted later in the week for personnel interviews which will be conducted by a panel of Board members. At this time, final selections will be made.

Program:

1. Fall Quarter

four weekly meetings--

- a. Present them with year's work.
- b. Get to know each other and organize.
- c. Present 2 leadership training programs.
- d. Union and University orientation.

next 5 weeks---meet every other week

- a. Work in an Area - on several committees if possible.
- b. Discuss committee programs and problems.
- c. Clarification of what they have been doing.

2. Winter Quarter - 6 or 7 weeks

- a. Their big project - the Personnel Party
 1. All meetings about party - party planning.
- b. Some - work on planning a Union event for Campus Carnival.
- c. Some - work on Creative Arts Festival.
- d. End quarter with a social event.

3. Spring Quarter

- a. Meet every other week through elections.
- b. Continue on special projects.
- c. Conclude with an overall program evaluation for the year.

UNIVERSITY OF MINNESOTA
COFFMAN MEMORIAL UNION

AGENDA
June 2, 1959

- I. Standing Committee Reports
 - A. Executive Committee Report - Pete Meyer
 - 1) Summer Meetings
 - 2) President's Reception
 - 3) Announcements
 - B. House and Finance Committee Report - Lois Eisenberg
 - 1) Ballroom Conflicts--Old and New
 - 2) Ballroom Resolutions
 - C. Personnel Committee Report - Bob Stuebing
 - 1) Chairmanship Appointments
 - 2) Coffman Capers--Bob Stuebing and Ben Kaufman
 - D. Program Committee Report - Cindy Hooper
 - 1) Outings Area
 - 2) Staff Assignments
 - 3) Creative Arts Festival Report
 - 4) Area Reports
- II. Old Business
 - A. Model United Nations
 - B. Expansion and Development
- III. New Business
- IV. Announcements
- V. Adjournment

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UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of June 2, 1959

Members Present:

Ken Rasmussen, Pierre Meyer, Kay Jordan, Ellen Fitzgerald, Ron Moe, Elizabeth Hartmann, Gordon Young, Lois Eisenberg, Robert Stuebing, Ben Kaufman, Dick Stanford, Jan Quale, Cindy Hooper, Vernon Ausen, Douglas Wolfangle, Martin Snoke, Doug Johnson

Members Absent:

Chuck Busch, Gordon Kingsley, Theodore Fenske, Gordon Starr

Others Present:

Sue Mickley--Daily Reporter, Don Finlayson, Dick Getchell, Barbara Bowman

The meeting was called to order at 4:40 in Room 346. The minutes from the previous meeting were approved as presented.

Executive Committee Report

- 1) Pete Meyer announced that no specific date will be set as yet for the two meetings to be held during the summer months. The meetings will probably be in late July and mid-September. Board members will receive a notice of the times of the meetings at a later date.
- 2) Pete reminded Board members of the President's Reception to be held on Sunday, June 7, 1959, at 3:15 p.m. on the Continuation Center lawn (in case of rain, the reception will be held in the main ballroom of Coffman Memorial Union.) Pete pointed out that the Union Board of Governors is the coordinating body for the President's Reception and everyone should try to attend. Pete asked for the names of those who will be attending from the Union. They are: Ben Kaufman, Ken Rasmussen, and Ellen Fitzgerald (other Board members will be attending the reception but will be representing other organizations.)
- 3) Pete urged Board members to be back to school by Welcome Week as there are events going on at this time such as Coffman Capers, interviews for Freshman Council, etc.

Personnel Committee Report

- 1) Bob Stuebing announced the resignation of the chairman of Union Jazz Workshop, Warren Whitbeck, who is going to be married and will live in California.
- 2) Bob reminded Board members that the evaluation reports of last quarter's chairman under last quarter's area directors were due today. Many of the area directors have not turned these reports in and should turn them in tomorrow.

Motion R-114
K-1371

It was moved to accept the following people as committee chairman:

- Tom Olson-----Variety Dance
- Judy Rosenblum-----Focus
- Karen Rankin-----Co-Rec
- Terry Stewart-----Outings Equipment
- Terry Stewart-----Outings Instruction
- John Zdechlik-----Hi-Fi Listening
- Isabel Gunlogson-----Coffman Musicale
- Janet Fridley-----Personnel Bureau

Seconded and carried.

- 3) Bob reported that Union Jazz Workshop, Square Dance Committee, Noon Programs, Sunday Programs, Games Publicity, Graduate-Student Committee, Radio-TV Workshop, and all special events have no chairman; however, there are applicants for most of these committee chairmanships. It was pointed out that the area directors of the committees which had committee chairmen approved at this meeting should inform them of their appointment as soon as possible. It was also pointed out that a homecoming dance chairman should be appointed as soon as possible. There are two applicants for this position. Ken Rasmussen suggested that Bob Stuebing get in touch with WMMR concerning a chairman for Radio-TV Workshop.

- 4) Bob Stuebing reminded Board members that Coffman Capers will be held on September 21, starting at 7:00 p.m. The theme will be that of a western type. Bob pointed out that it is the area director's responsibility to contact their chairmen and arrange the details on setups, etc. Board members will be contacted during the summer about space and other specifics. Bob pointed out that it would be a good idea to start discussing different suggestions and ideas with the committee chairmen before they leave for the summer months. The question was raised as to whether or not each committee is responsible for a booth. Every committee will be responsible for a booth with the exception of the Dance, Outings, and Games areas.

House and Finance Committee Report

Motion R-115
K-1372

It was moved to approve the following main ballroom conflicts:

The Hillel Foundation Ball on Saturday, January 23, 1960 replacing Saturday Night Dance.

The Alpha Phi Omega Explorer Scouts Ball on Saturday, February 6, 1960, replacing Saturday Night Dance.

(The Sno Ball will be held a week before the Hillel Foundation Ball which was the reason the above two conflicts were tabled until this meeting.)

The Faculty Women's Club on Thursday, October 22, 1959
for the entire day replacing Noon Programs.

Seconded and carried.

R-116
Motion K-1375

It was moved to amend Motion K-1341 passed on May 5, 1959 to read:---a special committee composed of the President, the Program Committee Chairman, and the House and Finance Committee Chairman of the Union Board of Governors. All such changes will be reported to the Union Board of Governors.

Seconded. Discussion followed.

Dr. Snoke raised the question as to what the purpose was of setting up a new committee. Lois Eisenberg pointed out that it would expedite the approving of reservations and also that it will be much easier for three people to meet rather than calling the entire Board together before a reservation can be approved. After this new committee approves the conflicts, they will be reported to the Board and recorded in the minutes.

Motion carried.

Program Committee Report

- 1) Cindy Hooper reminded Board members of the quarterly area directors reports which were due last Friday. She pointed out that if the present area directors cannot get in touch with the old area directors, they should talk to the program consultant and turn the reports in immediately.
- 2) Cindy reported that the Outings area has been receiving income from the rental of equipment and the Program Committee has allocated the Outings area the sum of \$190 for the repair of equipment.
- 3) A report on the proposed staff assignments for 1959-60 was distributed to Board members. (A copy of this report will be attached to the permanent files of the minutes.) Cindy pointed out that the blank space will be the consultant replacing Sheila Sullivan. All program consultants have been placed under different areas with the exception of the dance area under Vonny Hagen and the outings area under Jim Hancock (These two consultants have worked on these two areas for only a short time.)
- 4) Pete Meyer gave a final report on the Creative Arts Festival for 1959. Pete reported that \$1,134 was the total amount allotted for the Creative Arts Festival and \$1,141.97 was the amount spent. (Exceeded the budget by \$7.97) This points out the fact that the Creative Arts Festival needs the money which was given to them by the Program Committee. The total attendance for Union events only was 5,695 people. Two programs were cancelled during the entire two weeks. Pete pointed out that

if Board members have any ideas or recommendations for the Creative Arts Festival, they should contact Hartley Koch or Pete so they can be included in the final report. Pete made the following recommendations for the Creative Arts Festival next year:

- 1) That next year the Festival be held at an earlier date.
- 2) Get a general chairman much earlier--preferably spring quarter.
- 3) Replace quality for quantity--have a smaller number of events with more quality.

Pete also presented a reorganization chart for the Creative Arts Festival. (A copy of this report will be attached to the permanent files of the minutes.) He pointed out that the two assistants under this reorganization will make the general chairman's job much easier. It was also pointed out that advertising and newspapers will probably be in the same field. Ben Kaufman pointed out that a closer analysis should be kept of how many brochures to order. This year, there were many brochures left over. It was pointed out that the same number of brochures as that of last year were ordered and last year there were not enough brochures.

5) Area Reports-----

Ken Rasmussen was called on to give the Outings Area report. Ken reported that the Outings Area has three new chairmen: Dennis Sweet - Outings Events. This committee is in the process of recruiting new personnel. Karen Rankin - Co-Rec. Ken pointed out that this chairman is a recreation major which should help the committee. This committee is also in the process of recruiting new personnel and reorganizing. Terry Stewart - Outings Equipment and Outings Instruction. A plan is underway to reorganize the equipment rental committee. Also, an inventory sheet with a list of equipment which can be rented will be available.

Next, Doug Johnson from the Dance Area gave his area report. Doug reported that he has chairmen in three of his four committees. He has no chairman for the Square Dance Committee, however, there are two applicants. Doug also reported that the Square Dance Committee has been thinking of the possibility of sponsoring an event with the outings area and have a dance following. The Saturday Night Dance Chairman has been working on the program for next year and is also recruiting new members. The Wednesday Night Dance Chairman has been ill but should be back shortly. Dance Instruction has a carry over chairman from last year.

Old Business

Motion R-117
R-137h

Kay Jordan moved that the Union Board of Governors create a new special event called the Modal United Nations to run one day and to be held winter quarter of next year.

Seconded. Discussion followed.

Kay pointed out that if this motion is passed, the speakers will have to be contacted this summer. She also pointed out that she would like to get the Foreign Student Council, the American-Foreign Students Committee of the Union Board, and the International Relations Club interested in this project. Ellen Fitzgerald raised the question as to whether or not the delegates to this United Nations would be made up of American or foreign students. Kay pointed out that she feels this should be a learning project, particularly for the American students. She also pointed out that it may be desirable for each country to have a foreign student adviser. It was brought up that this same idea was presented at the Big Ten Conference but there was a foreign delegate from each country. Ben Kaufman pointed out that with the facilities that the Union has, it would probably be a good idea for public relations to invite other schools in the state to participate in this event. Kay felt that if other schools were invited, it would be very hard to coordinate. Lois Eisenberg also felt that we should concentrate on this campus. It was brought out that after a few years if this project has developed, other schools could be brought in. Don Finlayson suggested that other schools be invited to sit in as public observers. It was also suggested to have the new Freshman Council sponsor this event. Kay Jordan pointed out that this event will take considerable coordination and a knowledge of political science. College freshman do not have the background for this type of an event.

Motion carried.

- 2) There was discussion on the Expansion and Development report. Pete pointed out that the Expansion and Development Committee was set up 2 $\frac{1}{2}$ years ago and the first chairman was Steve O'Brien, the vice-president of the Union Board at that time. The purpose of this committee was to give recommendations for the Union program and the Department of Student Unions, mainly concerned with the West River Bank expansion. Pete also pointed out that if the Board approves this report, it will then be sent to the All-University Expansion Committee of which Mr. Willey is the chairman. Pete pointed out that a lot of work and time has been put into this report. Mr. Ausen answered and clarified questions raised by Board members on such areas as swimming pool facilities, cost per square foot, and parking ramps. He said that the shower-locker-powder room facilities were provided for before the motion concerning swimming pools was made. He also pointed out that the Expansion and Development Committee felt that parking was quite important to Union programming. The Committee feels the new Union should have parking facilities close by. He said that the Expansion and Development Committee recommends that the Union staff assist in determining the square foot needed for office space, games areas, etc.

Motion ^{R-118}
R-1375

It was moved that the Union Board of Governors officially approve the report of the Expansion and Development Committee.

Seconded and carried.

Motion R-119
K-1376

It was moved to officially thank the Expansion and Development Committee.

Seconded and carried.

Motion R-120
K-1377

It was moved to officially disband the Expansion and Development Committee and refer to them as an advisory group if necessary.

Seconded and carried.

- 3) The program budget for the summer was distributed to Board members. (A copy of this report is attached to the minutes.)
- 4) The staff assignments for the summer staff and a vacation schedule of the program staff was also distributed to Board members. (Copies of these reports will be attached to the permanent files of the minutes.)
- 5) Don Finlayson reported that the leadership training kits developed by the Coffman Memorial Union staff were taken to the Association of College Unions meeting in Miami during the month of April. The kits were presented to the Association and have been designed for organized groups to use in training volunteer leaders. Don pointed out that a national organization such as the Association of College Unions could distribute the kits more adequately than one college. A request for bids was sent out and the lowest and most desirable bid came from the Judy Company in Minneapolis. Their price was \$47 per kit and the Association would like to sell the kits for \$75 each.

Motion R-121
K-1378

It was moved that Mr. Starr be authorized to release the Minnesota Leadership Training Kits to the Association of College Unions for release to the public. That these kits be released only on the condition that:

- 1) From the sale of the kits, the first \$300 shall revert to the Department of Student Unions and that any additional profits be earmarked for the Association of College Unions training session.
- 2) The Department of Student Unions be clearly indicated as the authors of these kits.

Seconded. Discussion followed.

Don pointed out that the five bids will be submitted to the Association and will indicate that the bid from the Judy Company is the better in our opinion.

Motion carried.

New Business

1) Don Finlayson called the Board's attention to the different people on the Board who have received awards from other organizations. They are as follows:

Jane Quale	Pris Orme
Kay Jordan	Barbara Johnson
Lois Eisenberg	Dick Erickson

Announcements

- 1) Pete Meyer called the Board's attention to the fact that the Executive Committee is in charge of all business for the Board during periods of vacation. (Stated in the By-Laws.) This includes the time until the first meeting.
- 2) Pete presented the Union Board of Governors pin to Doug Wolfangle--Alumni Representative, and Ben Kaufman. These two people were absent when the pins were given out at the meeting of May 19, 1959.
- 3) Pete Meyer was congratulated on the fine job he has done as President of the Union Board and chairman of the Creative Arts Festival.

R-122
Motion K-1379

It was moved to adjourn the meeting.

Seconded and carried.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Richard P. Getchell
 Recording Secretary
 (acting for Mr. Starr)

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UNIVERSITY OF MINNESOTA
Coffman Memorial Union
Proposed Summer Program Budget -- 1959

Events	I SS		II SS		Total Cost	Estimated Income	Program Budget	
	No.	Cost	No.	Cost				
Open Houses	1	\$ 75.00	1	\$ 50.00	\$125.00	\$ 125.00*	0	
Monday Square Dances	5	135.00	5	135.00	270.00	270.00*	0	
Dance Instruction	4	80.00	4	80.00	160.00	110.00* 50.00	0	
Friday Dances	5	500.00	4	400.00	900.00	475.00* 425.00	0	
Art Craft Studio	5	130.00	5	130.00	260.00	10.00	250.00	
Games	Billiard Room	25	150.00	25	150.00	300.00	0	400.00
	Bridge Instruction	10	100.00	10	100.00	200.00	100.00	
Outings	Events	2	100.00	2	100.00	200.00	0	150.00
	Equipment	-	0	-	0	0	50.00	
Wed. Patio Parties	5	200.00	5	200.00	400.00	0	400.00	
Music Hours	25	50.00	25	50.00	100.00	0	100.00	
Final Funrisers	1	20.00	1	20.00	40.00	0	40.00	
New Programs	-	200.00	-	160.00	360.00	0	360.00	
Promotion	-	150.00	-	150.00	300.00	0	300.00	
Administration	-	250.00	-	250.00	500.00	0	500.00	
Orientation	-	100.00	-	200.00	300.00	0	300.00	
TOTALS						\$4,415.00	980.00* 635.00	\$2,800.00

*Approved budget request from Summer Session Office.

COFFMAN MEMORIAL UNION
Program Office

Staff Assignments -- Summer, 1959

Hartley Koch -

1. Acting Program Director
Responsible to the Director of Student Unions and fulfill the duties of the Program Director during the summer school Union program.
2. Staff Training
3. Staff Manual -- complete revisions
4. Annual Program Report - direct completion
5. Services and Facilities Brochure - complete by Sept. 1
6. Living Unit Liaison
7. Games - Bridge Instruction, Tournaments and Demonstrations

Jim Hancock -

1. Summer Program Coordinator
Responsible to the Acting Program Director for the Summer School Union Program administration and operation.
2. Open Houses
3. Final Funrisers
4. Program Equipment Administration
5. All-University Conference (Camp) Study.

Ron Barrett -

1. Welcome Week Coordinator
Responsible to the Acting Program Director for all Union participation in the 1959 Welcome Week Program; this assignment to include staff assignments, recommendation, program planning and production for the following events:
 - A. Coffman Capers - Carnival, Dance and Show
 - B. Programs mutually agreed for Union sponsorship during Welcome Week
2. Union Staff Representative for Orientation Programs
3. Union Committee Personnel Coordinator
4. Personnel Bureau Reorganization Plan to be worked out with the Industrial Relations Dept. by Sept. 1
5. WMMR Summer Operations Consultant
6. Ad Agency Consultant
7. Leadership Kits - Commercially produced for delivery by Sept. 1
8. 20th Anniversary Brochure
9. VIP Fall Retreat
10. Leadership Seminars
11. Main Ballroom Marques - work for completion by Sept. 1
12. Duty Consultant as assigned during I Summer Session

Sheila Sullivan -

1. Monday Square Dance Coordinator
2. Friday Country Club Dance Coordinator
3. Music Listening Hour Coordinator
4. Duty Consultant as assigned until termination
5. Termination Report - by July 15 including:
 - a. recommendations to future consultants in the areas which you have served.
 - b. personal report of accomplishments including programming, research completed, and any other accomplishments which you care to have included in your personnel file.

Vonny Hagen -

1. Wed. Patio Parties Coordinator
2. Dance Instruction Parties
3. Welcome Week Style Show and Tea
4. Welcome Week Noon Program
5. Living Unit Program events as assigned (Dorm mixers, etc.)
6. Duty Consultant

Louise Moberly -

1. Art Craft Studio Supervisor
2. Art Craft Group Instructions

Jim Hagle - Ad Fellow

1. Complete Ad Cost Survey by July 1
2. Assist with Annual Program Report
3. Complete termination reports by July 1

Paul Pedersen - Ad Fellow

1. Art Craft Studio Assistant until July 1
2. Fine Arts Lounge
3. Complete termination reports by July 1

Jerry Hursh - Ad Fellow commencing July 1

1. Games Equipment - Indoor and Outdoor
2. Outing Equipment Rentals
3. Duties as assigned by Summer Coordinator

COFFMAN MEMORIAL UNION

University of Minnesota

PROGRAM STAFF ASSIGNMENTS (Area, Committee, and Special Events only)

HARTLEY KOCH- Assistant Program Director
FINE ARTS AREA
CREATIVE ARTS FESTIVAL

RONALD BARRETT- Senior Program Consultant
PUBLIC RELATIONS COMMITTEE (Representing Mr. Starr)
PERSONNEL COMMITTEE (Representing Mr. Starr)
WELCOME WEEK ACTIVITIES
ORIENTATION PROGRAM

LOUISE MOBERLY- Artcraft Supervisor
Artcraft Committee

JAMES HANCOCK- Program Consultant
TALENT DEVELOPMENT AREA
OUTINGS AREA
GAMES AREA
Ski Train Committee
Summer Program Coordinator

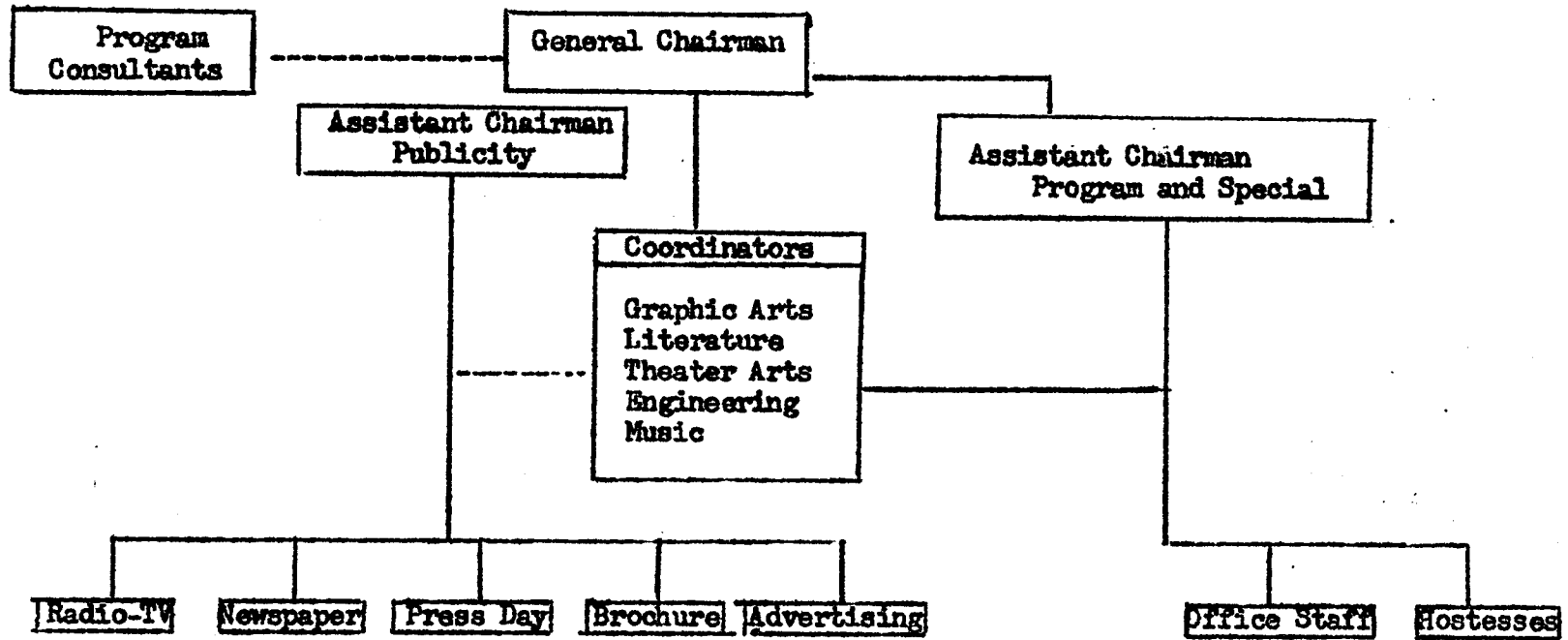
VONNIE HAGEN- Program Consultant
SOCIAL SKILLS AREA
DANCE AREA
Homecoming Dance Committee
Creative Arts Festival Assistant

_____- Program Consultant
NOON PROGRAM AREA
MUSIC AREA
Sno Ball

DON FINLAYSON- Program Director
Christmas Semi-Formal Dance Committee
Freshman Council
PROGRAM COMMITTEE (Representing Mr. Starr)

Note: The open staff position will be filled by July 15, 1959 and the area Directors concerned will be notified immediately. The assignments listed take effect June 15 and will be in effect throughout the summer for advanced planning including planning for Coffman Capers.


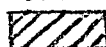
CREATIVE ARTS FESTIVAL
ORGANIZATION CHART



6-2-59

PROGRAM STAFF 1959 SUMMER LEAVE SCHEDULE
Coffman Memorial Union
U of Minn

NAME	JUNE				JULY				AUGUST				SEPTEMBER		
	8	15	22	29	6	13	20	27	3	10	17	24	31	7	15
DON FINLAYSON		Service duty	Service duty	Service duty	Service duty	Service duty	Service duty	Service duty	Service duty			Service duty	Service duty		
HARTLEY KOCH						Service duty	Service duty							Service duty	Service duty
RONNIE BARRETT															
LOUISE MOBERLY														Service duty	
JIM HANCOCK												Service duty	Service duty		
VONNIE HAGEN									Service duty	Service duty	Service duty				
SHEILA SULLIVAN					Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
PAUL PEDERSEN					Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
JIM HAGEL					Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation	Vacation
JERRY HURSH															
ARTCRAFT AD FELLOW															
MARIETTA VANN															

 Vacation
 Service duty

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of July 30, 1959

Members Present:

Ken Rasmussen, Pierre Meyer, Kay Jordan, Ellen Fitzgerald, Ron Moe, Elizabeth Hartmann, Gordon Young, Robert Stuebing, Ben Kaufman, Dick Stanford, Jane Quale, Cindy Hooper, Dr. E. L. Thomas, Gordon Starr

Members Absent:

Lois Eisenberg, Chuck Busch, Doug Johnson, Vernon Anson, Douglas Wolfangle, Martin Snoke, Gordon Kingsley

Others Present:

Judy Hewett - Daily representative, Ron Loomis, Ron Barrett, Hart Koch, Jim Hancock, Valeria Kress, Barbara Bowman

The meeting was called to order at 7:15 p.m. in the Ski-U-Mah Room of Coffman Union. The minutes from the previous meeting were approved as presented.

Dr. E. L. Thomas, Associate Professor of Dairy Husbandry, was introduced as the replacement for Dr. Theodore Fenske.

Executive Committee Report

- 1) President Pete Meyer presented the standardized card which will be used by Board members for thank yous, birthday, sympathy cards, etc. The cards are available in Ron Barrett's office.
- 2) Pete Meyer reported that the next Board meeting will be in the middle of September; no specific date has been set.
- 3) President Meyer read a letter to the Board from William L. Nunn, Director of University Relations, dated July 20. This letter thanked the Board for their participation in the President's Reception. The next President's Reception will be held on August 20, 1959. Board Members were urged to attend and help out at this event.
- 4) It was announced that Mr. Starr has been appointed as the Research Director of the National Industrial Recreation Association and chairman of the Intercollegiate Table Tennis Committee. Congratulations were given to this effect.

House and Finance Committee Report

- 1) Ron Moe reported for Lois Eisenberg. He announced that the repairs for remodeling on first floor began last Tuesday. It is expected that the work will be finished by the time school begins this fall.

- 2) Ron Moe reported that the roof on Coffman Union has had to be repaired several times and is now beginning to deteriorate as it has been leaking into the Campus Club apartments. The roof will have to be repaired and the estimated cost is approximately \$48,000.

R-123
Motion K-1380

It was moved that the Union Board authorize Mr. Starr to see that the roof on Coffman Union is replaced providing the total costs do not exceed \$50,000. Seconded. Discussion followed.

The question was raised as to where the funds will be taken from.

Mr. Starr pointed out that the cost will be taken out of the renovation budget.

Motion is carried.

Mr. Starr commented that Campus Club and Food Service will share the cost. A share cost formula has been worked out to this effect. (The \$48,000 estimate is the total amount before the other departments' share is taken out.)

- 3) Ron Moe reported that \$61,289 was set aside in last year's budget for the renovation fund and \$32,000 set aside in the Union capital improvement fund. (The renovation fund is for actual improvements of Coffman Union and the Union capital improvements fund is for expansion.) There was a \$4,000 deficit for last year which brings out the point that careful consideration will have to be given to expenditures. Presently, we have about \$90,000 in the renovation and each year we set aside approximately \$61,000. (These two figures will be added together before taking out the funds for the replacement of the roof.)

R-124
Motion K-1381

It was moved that the Board approve the purchase of two new secretarial desks for the main office on first floor at \$250-~~\$300~~ each.

Seconded and carried.

- 4) Gordon Young reported on the bowling and billiard room operation. He reported that there was an increase of 15,665 lines bowled this year and also an increase in gross income of \$6,708.00. The Billiard Room had a decrease of 3,126 people but an increase in income of \$408.16. There was an increase of 1,134 participants in the table tennis areas and a \$14 increase in income.

R-125
Motion K-1382

It was moved that the Board authorize Mr. Starr to purchase three table tennis tables at \$80 each to replace the three old ones presently used.

Seconded. Discussion followed.

The question was raised as to whether or not the tables were usable. Gordy reported that they have cuts in them and customers are complaining. It was pointed out that three tables are not enough but there is not enough room for any more.

The question was called and approved to vote on Motion K-1382.

Motion carried.

^{P-126}
Motion K-1383

It was moved to purchase the three table tennis tables with funds from the renovation fund.

Seconded and carried.

- 5) President Meyer reported that the Foreign Student Council has requested that the Union do some remodeling of the Cross Lounge. Pete then read a letter written by Mr. Starr to Lois Eisenberg concerning this problem. There was a suggestion to make the cross lounge into a foreign student lounge; this would not limit the lounge to foreign students only but could be decorated with an international theme. Kay Jordan pointed out the need for funds for such a project. Jane Quale pointed out that the Foreign Student Council seemed delighted when they were granted the request to use Room 203 but they did not make very much use of this room as expected. She pointed out that if they had something to do with the lounge, they may be more interested. It was pointed out that they just want the Board's suggestions and some assistance in this project. It was pointed out that more concrete plans will have to be developed. Jane Quale pointed out that it may be hard for the foreign students to know exactly what they want to do without the help of someone who knows more about the Union.

^{P-127}
Motion K-1384

It was moved that the House and Finance Committee and the American-Foreign Student Committee be authorized to look into this project.

Seconded and carried.

Personnel Committee Report

^{P-128}
Motion K-1385

Bob Stuebing moved that the following people be accepted as committee chairmen:

- Ann EngelSquare Dance
- Doug Kienholz.....Union Jazz Workshop
- Greg Klinr.....Homecoming Dance
- Richard Johnson.....Sunday Programs

Seconded and carried.

- 2) Bob Stuebing reported that there will be a personnel coffee hour on Wednesday, September 23 from 10:00 - 11:00 a.m. in the Men's Lounge. This program will be listed in the official program of Welcome Week. There is a suggestion to set up tables with information and pamphlets specifically on Union activities and to staff these tables at the coffee hour time.
- 3) Bob Stuebing presented the Union interest cards which will be filled out during the two-day orientation program. The cards will be given to area directors, and either area directors or chairmen will be able to contact people interested in their area through this card. Letters will be sent to the people filling out the cards with information about application blanks, Coffman Capers, coffee hour, etc.
- 4) Each area director will be responsible for having their chairmen of each committee set up a booth and decide on what supplies they will be needing. (Supplies for decorating). Area directors should know what each of their committees is doing, and what they will need for supplies. This information must be in Ron Barrett's office by August 7.

Program Committee Report

- 1) Cindy Hooper called on Jim Hancock for the summer program report. Jim Hancock reported on summer programming and distributed a summer program attendance report. He pointed out that the country club theme has been maintained throughout programming. Enrollment in summer school is up 4%, the number of events is up 7% and attendance is up 27%. He pointed out that hi fi listening attendance has doubled, along with dance instruction, and billiard room attendance. The Billiard Room is open from 9:00 a.m. to 9:00 p.m. during the summer. New ideas in programming include the watermelon feeds during the Patio Party, color-photo demonstration, floor show before the Country Club Dance, and a ghost stories program. Jim also pointed out that 5,500 copies of the second summer session's "Socially Speaking" have been distributed. About 500 dividend coupon books have been distributed which are available at the Information Desk. The total Daily advertising expenditures for the summer is \$200; ads are being cut out with the exception of the two Ivory Tower issues.
- 2) Hart Koch presented the spring quarter financial report and the spring quarter attendance report. (Copies of these reports will be attached to the minutes.) Last year was the biggest year in history attendance wise; 173,433 people attended Union sponsored programs. Board members were urged to look over the attendance and financial reports very carefully.
- 3) Mr. Starr reported to the Board that the Dukes of Dixieland have been contracted for homecoming at \$2,000 as previously requested. The Glenn Miller band has been offered at \$2,000 also. After talking to the agent, the Glenn Miller orchestra can be contracted at \$1750 for one night (Saturday, October 31) or for two nights at \$3,000.

R-129
Motion K-1386

It was moved that the Union Board of Governors contract the Glenn Miller orchestra for \$1750 for Saturday night only.

Seconded. Discussion followed.

It was pointed out that with the two bands, a very outstanding and attractive program could be worked out. As an example, the Glenn Miller orchestra could be in the Main Ballroom and the Dukes of Dixieland in the Junior Ballroom and for the intermission program. The University would not be able to profitable use the band for Friday night since it is the night of the Varsity Show. It was pointed out that the Union would consider 4,000 as a maximum crowd for this type of dance.

Motion Carried.

It was brought up that this is the original Glenn Miller orchestra with Ray McKinley. Area directors were urged to begin thinking of programs in connection with homecoming. The programs could be listed in the homecoming brochure if Cindy Hooper is notified by next week. Homecoming will carry out a halloween theme this year. Dick Stanford suggested possible programs such as a fashion show, queen's tea, homecoming talent show, Focus could schedule an outstanding alumni member, etc.

Public Relations Committee Report

- 1) Ben Kaufman urged Board members to think of a theme for the Union's 20th Anniversary. A good theme is needed to base activities on.
- 2) Ben reported that he saw original cuts of the Union movie. He reported that the movie is excellent and of good quality. The movie will probably not be ready for Welcome Week. There will be 120 scenes in the movie and 90 have been shot. One scene of a Union Board meeting is needed so a special meeting will have to be set up. It was left up to Ben to work out the time of the meeting with President Moyer.
- 3) Ben reported that Gary O'Malley, Chief Engineer of WTR, made a special progress report for the summer. Ben pointed out that their summer expansion is going on continually and they are getting new transmitters in the dorms, and are rewiring, replacing parts, and getting a new tape recorder.
- 4) Ben Kaufman reported that the Public Relations Committee does not think the book covers are a good investment and will be recommending to the Program Committee that \$200 (1/3 of the total bookcover money) be reallocated for the State of the Union page.
- 5) Ben Kaufman suggested that the Union set up a tour guide agency using Union Board members as guides. Tours of the Union could then be arranged with a 24-hour notice. Ben felt that Board members would carry more prestige than committee members as guides. After discussing this idea, the Board agreed that a combination group--trained group

and Board members--could serve as guides. The Public Relations Committee will work something out on this idea.

- 6) Ben Kaufman pointed out to the Board that \$8,000 was spent on Daily advertising last year (1/3 of total program budget.) Ben urged Board members to study the advertising report which was passed out to members and stated that the Public Relations Committee will present some type of plan to cut down advertising costs at the next meeting. Ben suggested that we get rid of the smaller ads and expand on the State of the Union page. Judy Hewett, Daily reporter, also pointed out that if the Union is not getting results from the smaller ads, they should be cut out.
- 7) The question was raised as to whether or not any work has been done on the suggestion of an encased bulletin board in front of the Union. More research work has to be done on this suggestion.

Old Business

- 1) Pete Meyer reported that on May 5, 1959, a motion was passed concerning ballroom conflicts. It was then amended and the amendment was passed. The Board forgot to vote on the original motion as amended. The Board revoted on Motion K-1341 as amended.

Motion carried as amended.

- 2) Mr. Starr reported that the University Camping Committee has engaged Gary Filerman to do research work on the camping situation. Gary will be contacting most of the department heads that he can to find out how their programs could work into a conference type camp.
- 3) Pete Meyer reminded Board members to note the final Creative Arts Festival Report submitted by Hart Koch which was passed out to Board members. Pete pointed out that Hart suggested the dates of the Festival be changed from spring to winter quarter. It was pointed out that there will be three or four major events during winter quarter. Board members were urged to think about this suggestion for next year.
- 4) The Union orientation program will begin next Monday, August 3, and will be 2/3 the size of last year's. 4,300 students are expected. The orientation groups will be receiving Creative Arts Festival brochures, Coffman Union brochures, interest cards, and many other program sheets, etc. There will be a display of pictures of the facilities of the Union which were taken by Jim Herring.
- 5) The question was raised as to whether or not there is parking facilities for UBOG members. Board members can park in the lot directly behind the Union after 3:00 p.m. A key for the lot can be obtained from the garage providing your license has been registered with Protection and Safety through Mr. Starr's office.

New Business

- 1) Gordon Young reported that the National Intercollegiate Table Tennis Association held its annual meeting and was attended by a member of the Association of College Unions. Work is now being done to help make the Union's table tennis tournament a success.
- 2) Mr. Starr introduced Ron Loomis, new Administrative Fellow, and Valeria Kress, who will be taking the Board minutes. Mr. Starr also reported that Norma Hyland, our reservationist, will be leaving to work at Bailey Hall on the St. Paul Campus. Norma has received a promotion and will now be working for the director of Bailey Hall. Mr. Starr reported that there has never been a double booking the entire time that Norma has been on the job which is very good. It was also pointed out that Mr. Ted Kaul will be replacing Sheila Sullivan, and Vonny Hagen will be leaving at the end of August to work in Europe.

No further business, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr
Recording Secretary

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UNIVERSITY OF MINNESOTA
Coffman Memorial Union

Financial Report
Spring Quarter, 1959

AREAS AND COMMITTEE	BALANCE BEGINNING SPRING QUARTER	INCOME	EXPENSES	BALANCE
<u>Dance Area</u>				
Dance Instruction	90.00	484.11	553.13	20.98
Saturday Nite Dance	81.00	143.25	401.51	-177.26
Square Dance	0	302.91	556.83	-253.92
Variety Dance	-45.00	428.20	548.07	184.87
<u>Fine Arts Area</u>				
Fine Arts Lounge	528.30	57.08	645.18	-59.80
Focus	372.85	0	222.52	150.33
Art Craft Studio	57.30	40.00	163.55	-56.25
Photo Comm.	9.90	10.00	20.10	-10.20
<u>Games Area</u>				
Tournaments		71.00	196.39	
Demonstrations and Instr.		265.00	298.01	
Publicity	227.19	0	14.06	-510.99
Big Ten Tourney		100.00	677.51	
Sports Festival		0	18.21	
<u>Music Area</u>				
Coffman Musicale	427.50	0	413.95	13.55
Listening Hour	45.00	0	65.08	-20.08
Union Jazz Workshop	752.40	270.88	1009.43	13.85
<u>Noon Programs Area</u>				
Noon Varieties	238.26	0	243.77	-5.51
Sunday Programs	180.00	0	167.01	12.99
<u>Outings Area</u>				
Co-Rec	76.85	10.90	40.48	47.27
Outing Events	209.76	138.50	173.02	175.24
Outing Equipment	0	147.60	220.63	-73.03
Outings Instruction	0	0	0	0
<u>Social Skills Area</u>				
Charm	292.50	106.00	475.27	-76.77
Student Faculty Relations	256.50	0	235.11	21.39
American Foreign Students	135.00	227.25	306.87	55.38
Toastmasters	42.00	0	38.62	3.38
Graduate Students	135.00	2.50	74.28	63.22
<u>Talent Development Area</u>				
Creative Society	157.50	364.01	725.71	-204.20
Talent Bureau	192.50	0	226.06	-33.56
WMMR - Promotion	168.15	0	31.82	136.33
Operation	-812.27	866.20	864.48	-810.55

Financial Report (cont'd)

AREAS AND COMMITTEE	BALANCE BEGINNING SPRING QUARTER	INCOME	EXPENSES	BALANCE
<u>Public Relations</u>				
Campus Ad Agency	81.15	0	34.38	46.77
Union Movie	200.00	0	200.00	0
Union Relations	248.31	149.73	840.25	412.21
Gopher	0	0	0	0
Date Digest	238.23	0	0	238.23
Brochures	409.48	0	0	409.48
Newsletter	0	0	0	0
<u>Special Events</u>				
Revolving Fund	1205.99	0	1205.99	0
Program Development	536.20	0	29.00	507.20
Contingency Fund	369.64	0	21.00	348.64
<u>Union Board Activities</u>				
Leadership Training	224.51	7.92	253.55	-21.12
Personnel	234.00	0	363.33	-129.33
Board Activities	334.05	54.25	628.40	-240.10
Big Ten Convention	200.00	0	60.63	139.37
Merit Reception	750.00	0	787.63	-37.63
Open Houses	216.88	0	110.32	106.56
<u>Program Administration</u>				
Supplies	45.00	57.26	196.90	-94.64
Telephone	113.76	228.50	419.03	-76.77
Postage	54.00	119.66	154.50	19.16
Travel (Staff)	329.71	0	161.58	168.13
Equipment	174.71	13.25	210.37	-22.41
Training Equipment	135.00	0	190.22	-55.22
Miscellaneous	475.34	11.75	331.95	155.14
<u>Special Events</u>				
Creative Arts Festival	1134.00	0	1090.44	43.56
Beaux Arts Ball	0	1205.99	2287.13	-1081.14
TOTALS	11,528.15	5883.70	19,203.26	-1791.41

7-9-59

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UNIVERSITY OF MINNESOTA
Coffman Memorial Union

1958-9
ANNUAL PROGRAM BUDGET REPORT

July 1, 1959

AREA AND COMMITTEE	ORIGINAL BUDGET	MID-YEAR ADJUSTMENTS	TOTAL INCOME	TOTAL EXPENSES	BALANCE	1959-60 BUDGET
<u>Dance Area</u>						
Dance Instruction	\$ 100.00	-233.48	1632.71	1478.25	20.98	0
Saturday Mite Dance	0	394.83	1041.50	1613.59	-177.26	550.00
Square Dance	0	33.84	956.20	1243.96	-253.92	0
Variety Dance	0	49.72	1352.94	1567.53	-164.87	0
<u>Fine Arts Area</u>						
Art Craft Studio	300.00	54.97	171.50	592.72	-66.25	450.00
Photo Committee	200.00	-174.10	42.00	68.10	-.20	0
Fine Arts Lounge	500.00	-132.35	357.08	784.53	-59.80	650.00
Focus	1000.00	-83.75	10.00	775.92	150.33	800.00
<u>Games Area</u>						
Tournaments			123.40	681.17		
Demonstration and Instruction			457.40	435.39		600.00
Publicity	925.00	-28.36	0	254.56	-540.99	
Big Ten Tournament			100.00	691.01		500.00
Sports Festival			0	56.30		0
<u>Music Area</u>						
Coffman Musicale	250.00	505.05	117.80	859.30	13.55	300.00
Hi Fi Listening	100.00	15.36	0	135.44	-20.08	100.00
Union Jazz Workshop	600.00	-100.95	1314.27	1799.47	13.85	600.00
Christmas Sing	50.00	45.18	0	95.18	0	150.00
<u>Noon Programs Area</u>						
Noon Varieties	870.56	-200.00	0	676.07	-5.51	1090.00
Sunday Programs	0	17.66	258.00	262.67	12.99	400.00
<u>Outings Area</u>						
Co-Rec Activities	0	102.04	10.90	65.67	47.27	190.00
Rovers	800.00	-549.64	8.20	258.56	0	0
Outing Events	0	512.67	275.80	613.23	175.24	380.00
Outing Equipment	0	0	147.60	220.63	-73.03	500.00
Outing Instruction	0	0	0	0	0	130.00
<u>Social Skills Area</u>						
Charm	450.00	242.79	552.75	1322.31	-76.77	551.00
Student-Faculty	400.00	83.35	0	504.74	21.39	400.00
American Foreign Stud.	200.00	62.42	380.11	587.15	55.38	200.00
Toastmasters	150.00	28.71	0	175.33	3.38	150.00
Graduate Students	200.00	36.35	2.50	175.63	63.22	150.00

AREA AND COMMITTEE	ORIGINAL BUDGET	MID-YEAR ADJUSTMENTS	TOTAL INCOME	TOTAL EXPENSES	BALANCE	1959-60 BUDGET
<u>Talent Development Area</u>						
Creative Society	300.00	-68.40	364.01	799.81	-204.20	575.00
Talent Bureau	300.00	-24.48	0	309.08	-33.56	300.00
WMMR Operations	0	5.00	2715.17	3530.72	-810.55	See P.R.
WMMR Radio Workshop	300.00	-18.00	0	145.67	136.33	200.00
Creative Arts Festival	700.00	402.83	0	1146.39	43.56	1200.00
<u>Program Development</u>						
Program Expansion	1900.00	-662.05	0	830.75	507.20	1549.00
<u>Public Relations</u>						
Ad Agency	300.00	0	0	253.23	46.77	300.00
Union Movie	1000.00	0	0	1000.00	0	2000.00
Union Relations	1034.00	-336.05	159.73	1299.89	-442.21	1000.00
Gopher	400.00	-101.00	148.50	447.50	0	400.00
Book Covers	400.00	200.00	0	361.77	238.23	600.00
Brochures	666.00	-30.00	0	226.48	409.48	300.00
WMMR	(See above)					300.00
Matchbooks	0					550.00
20th Anniversary Bklt.	0					700.00
<u>Union Board Activities</u>						
Big Ten Convention	200.00	0	0	60.63	139.37	200.00
Christmas Cards	35.00	26.38	0	61.38	0	75.00
Christmas Dec. Party	50.00	-44.70	0	5.30	0	50.00
Christmas Decorations	100.00	-58.99	0	41.01	0	100.00
Board Activities	700.00	23.25	71.75	1035.10	-240.10	630.00
Merit Reception	750.00	0	0	787.63	-37.63	850.00
Personnel	300.00	738.17	0	1167.50	-129.33	600.00
Open Houses	300.00	0	0	193.44	106.56	300.00
Welcome Week	800.00	129.78	0	929.78	0	800.00
Alumni Party	0	45.00	0	45.00	0	0
Leadership Training						
Fall Retreat	250.00		150.00	389.88		250.00
Spring Retreat	200.00	-45.75	0	253.55	-21.12	100.00
Leadership Inst.	550.00		50.92	532.86		350.00
Contingency Fund	400.00	0	0	51.36	348.64	400.00
Spec. Events Rev. Fund	0	-164.23	15707.44	16624.35	-1081.14	0
<u>Summer Session</u>						
Summer Program	2118.50	-1210.99	612.90	2020.41	0	2000.00
Administration	500.00					500.00
Orientation	450.00	-224.94	0	225.06	0	300.00
<u>Program Administration</u>						
Supplies	480.00	12.19	102.46	689.29	-94.64	630.00
Telephone	475.00	-1.55	245.60	795.82	-76.77	500.00
Postage	150.00	6.96	233.38	371.18	19.16	200.00
Travel (Staff)	500.00	0	0	331.87	168.13	500.00
Equipment	450.00	0	13.25	485.66	-22.41	450.00
Training Equipment	0	391.93	0	447.15	-55.22	
Miscellaneous (2% overhead & Phys. Pl.)	492.94	0	11.75	349.55	155.14	600.00
TOTALS	\$24,647.00	-751.67	29,949.42	55,636.16	-1,791.41	29,000.00

UNIVERSITY OF MINNESOTA
Coffman Memorial Union

1959 Creative Arts Festival

Brief Final Report

	<u>Attendance</u>	<u>No. of Events</u>
Non-Union events	5540*	25*
Metropolitan Operas (non-Union)	19288	4
Union co-sponsored events	1188	17**
Union sponsored events.	8651	27
Total Attendance all events	<u>34667</u>	<u>73</u>

*includes 1 art exhibit and 4 KUOM music hours with no recorded attendance.
 **includes 3 exhibits with no recorded attendance.

Number of University departments and organizations sponsoring events 19
 Number of Union committees sponsoring events 16

Departments involved in putting on Creative Arts Festival events were the following: University Gallery, Concerts and Lectures, Music, Education, Physical Education, KUOM, Related Art, Womens' Physical Education, Architecture, Medical Illustrations, Dental School, Art, English, Theater, University News Services, and Student Unions (St. Paul and Coffman). Other University organizations participating in events were the following: First Congregational Church, Newman Club, and the Foreign Student Council.

The positive points concerning this year's Festival are these:

- 1) The general chairman was very able, capable, and sincere. He took over the event and did a very good job of running it. He later proved to be so well respected for his job he became the new President of the Union Board of Governors.
- 2) Most of the coordinators were good with only a couple of exceptions.
- 3) This year's Festival was completely student run and executed. The staff remained only in an advising and counselling capacity. This is as it should be and what we often strive for.
- 4) This year the overall programs leaned a little more toward creativeness and the true arts. Not quite enough yet, but is gradually moving toward this goal.

The negative points concerning this year's Festival are these:

- 1) Publicity and especially the Public Relations on the student committee level was not handled properly. This was the staff consultant's fault as well. They labored naively under the misconception that when another volunteer student committee member is assigned a task it would be done.
- 2) There were several holes in the program overall and especially in some of the preplanning to be done on certain events. Much of this can be attributed to incorrect or lack of staff direction.
- 3) Follow up on events and planning of these events by staff was not properly done or in some cases not done at all.
- 4) Departmental representatives on the whole were not extremely interested. They appeared as if they were assigned by their department heads against their better judgment. A couple were very enthusiastic but overall they did not meet the caliber of the Union committee representative. These proved to be on the average very good with much hustle and enthusiasm.
- 5) It seemed to wear out during the second week. This indicates that perhaps it was too long or that it was not of the top-notch quality that would hold up throughout two weeks.

Recommendations for next year:

- 1) Shorten the Festival to 10 days or less--suggest 2 weekends with the week in between.
- 2) Have more participation by audience--more "doing" events rather than passive spectator type events.
- 3) Let the people get their hands dirty--i.e. paint a mural, model in clay, read own poetry, play own instruments, refurbish a room, etc.
- 4) Have the Festival in late Winter Quarter between mid-quarters and finals.
- 5) Talk big all year--have preliminary publicity build up all year to the event. Include competition and run-offs leading to it throughout the year.
- 6) Have the Beaux Arts Ball on the first night and use it as the kick-off for the entire festival. Do it up big with a carnival atmosphere, with samples of the things that are to happen during the week ahead.

- 7) Again emphasize quality of events not quantity.
- 8) Choose general chairman and coordinators early--very early--and start planning at this point.
- 9) Adopt the "Meyer reorganization plan" for a better coordinated and organized committee structure to work within.
- 10) Work very close all year long with the University News Service.
- 11) Plan in advance the number of Brochures needed. Be generous in the estimate and order just this many.
- 12) Retain the symbol if at all desirable. Maintain it as the permanent seal of the Creative Arts Festival. This is also advisable because of the savings in cost by using this year's plates, mats, and extra labels.

7-7-59
HK:bb

UNIVERSITY OF MINNESOTA
 Department of Student Unions
 Coffman Memorial Union
 Billiard Room - Volume of Business
 July 1 through June 30, 1958 and 1959

	<u>1959</u>	<u>1958</u>	<u>Differences</u>
I. Table Tennis Participants: *			
July	444	286	+ 158
August	344	378	- 34
September	508	630	- 122
October	1,634	1,742	- 108
November	1,354	1,676	- 322
December	914	1,096	- 182
January	2,288	1,398	+ 890
February	1,446	1,364	+ 82
March	1,652	1,114	+ 538
April	1,456	1,130	+ 326
May	1,376	1,168	+ 208
June	<u>740</u>	<u>740</u>	-
Total	14,156	12,722	+ 1,434
II. Dollar Volume:			
July	45.33	28.61	+ 16.72
August	35.97	38.41	- 2.44
September	51.24	59.05	- 7.81
October	164.63	155.89	+ 8.74
November	131.75	157.87	- 26.12
December	97.80	105.48	- 7.68
January	125.47	131.90	- 6.43
February	151.24	140.84	+ 10.40
March	116.57	122.74	- 6.17
April	141.95	117.95	+ 24.00
May	141.95	127.30	+ 14.65
June	<u>67.76</u>	<u>71.15</u>	- 3.39
Total	1,271.66	1,257.19	+ 14.47
III. Number of days in operation	284	280	+ 4

* Table Tennis Participants estimated as 2 participants per card.

UNIVERSITY OF MINNESOTA
DEPARTMENT OF STUDENT UNIONS
Coffman Memorial Union
Bowling Lanes - Volume of Business
July 1 through June 30, 1958 and 1959

	<u>1959</u>	<u>1958</u>	<u>Differences</u>
I. Lines Bowled:			
July	2,584	49	+ 2,535
August	995	-	+ 995
September	6,899	4,135	+ 2,764
October	23,973	21,329	+ 2,644
November	26,289	24,741	+ 1,548
December	19,081	17,383	+ 1,698
January	29,597	27,319	+ 2,278
February	29,318	29,667	- 349
March	23,554	21,710	+ 1,844
April	20,905	19,970	+ 935
May	15,427	15,528	- 101
June	<u>3,965</u>	<u>5,091</u>	- 1,126
Total	202,587	186,922	+ 15,665
II. Lineage Breakdown:			
Regular	132,764	124,279	+ 8,485
League	48,278	41,117	+ 7,161
Women's P. E.	7,068	7,306	- 238
Men's P. E.	8,666	8,054	+ 612
Free	535	629	- 94
Special (Tournaments, Instruction, etc.)	<u>5,276</u>	<u>5,537</u>	- 261
Total	202,587	186,922	+ 15,665
III. Dollar Volume:			
July	\$ 902.55	\$ 17.15	+ \$ 885.40
August	349.25	-	+ 349.25
September	2,281.60	1,467.00	+ 814.60
October	9,740.32	8,071.35	+ 1,668.97
November	7,269.75	7,093.20	+ 176.55
December	6,655.19	6,278.05	+ 377.14
January	11,504.80	9,798.45	+ 1,706.35
February	8,471.39	9,130.55	- 659.16
March	8,005.25	7,279.60	+ 725.65
April	7,718.33	7,368.04	+ 350.29
May	4,465.10	4,014.95	+ 450.15
June	<u>1,499.38</u>	<u>1,636.45</u>	- 137.07
Total	\$ 68,862.91	\$ 62,154.79	+ \$ 6,708.12
IV. Number of days in operation			
	321	279	+ 42

UNIVERSITY OF MINNESOTA
 Department of Student Unions
 Coffman Memorial Union
 Billiard Room - Volume of Business
 July 1 through June 30, 1958 and 1959

	<u>1959</u>	<u>1958</u>	<u>Differences</u>
I. Billiard Participants: *			
July	1,410	1,071	+ 339
August	1,614	1,812	- 198
September	3,885	3,975	- 90
October	9,528	10,056	- 528
November	7,155	8,841	- 1,686
December	5,454	6,162	- 708
January	6,876	7,728	- 852
February	6,804	6,930	- 126
March	5,817	5,706	+ 111
April	6,576	4,725	+ 1,851
May	5,832	5,853	- 21
June	<u>3,414</u>	<u>4,632</u>	- 1,218
Total	64,365	67,491	- 3,126
II. Dollar Volume:			
July	\$ 258.84	\$ 155.47	+ \$ 103.37
August	270.33	226.39	+ 43.94
September	760.67	743.73	+ 16.94
October	1,952.15	1,987.79	- 35.64
November	1,676.78	1,876.68	- 199.90
December	1,270.10	1,317.12	- 47.02
January	1,524.10	1,489.10	+ 35.00
February	1,565.42	1,629.64	- 64.22
March	1,397.33	1,313.21	+ 84.12
April	1,475.05	1,157.25	+ 317.80
May	1,271.31	1,255.26	+ 16.05
June	<u>687.19</u>	<u>549.47</u>	+ 137.72
Total	\$ 14,109.27	\$ 13,701.11	+ \$ 408.16
III. Number of days in operation			
	284	280	+ 4

* Billiard Participants estimated as 3 participants per card.