

MINUTES OF THE MEETING OF JANUARY 21, 1932.

A meeting of the Board of Trustees was held at the Normal School on January 21, 1932. Those present were Dr. W. D. Kirkpatrick, Chairman, Mr. Noah Shakespeare, and President C. H. Fisher. The minutes of the previous meetings were read and approved.

WALTER B. WHITCOMB DECLINES TO SERVE AS TRUSTEE.

A letter from Mr. Walter B. Whitcomb addressed to Dr. W. D. Kirkpatrick, Chairman, was read by President Fisher, in which Mr. Whitcomb called attention to the fact that his term of office as trustee expired June 12, 1927; and that he has repeatedly asked Governor Hartley to relieve him, but that his request has not been granted. Mr. Whitcomb further said in his letter: "Since the Governor does not see fit to relieve me, I feel that I am justified in relieving myself of this office, and I am, therefore, writing you this letter to notify you that I do not consider myself any longer a Trustee of the Normal School and I shall not attend any more meetings nor serve further in that capacity."

Mr. Whitcomb served as trustee for about thirteen years. During three years of this time he was Chairman of the Board of Trustees. Dr. Kirkpatrick, Mr. Shakespeare, and President Fisher expressed great appreciation for Mr. Whitcomb's splendid services to the school as a trustee; and also expressed considerable regret that he will no longer be associated with them in an official capacity. A copy of Mr. Whitcomb's letter is on file in the President's office.

REPORT SUBMITTED FROM STAFF EXAMINERS.

President Fisher submitted a report of the examination of the financial records of the school made by the State Department of Efficiency. The examination was conducted by Examiners R. P. Fraser and W. B. Gilbert, and covers the period from July 26, 1923 to March 31, 1931. The report makes recommendations regarding changes in the bookkeeping system, and also in the methods of conducting the Student Loan Fund. The Board of Trustees approved of making these changes. Other minor changes were suggested which were laid on the table. Nowhere in the report do the examiners show, over a period of almost eight years, that there were any errors in receipts and disbursements in our accounts. The report is on file in the Business Office. The examiners spent a little more than six months making the examination at a cost to the school of Three Thousand Three Hundred Eighty-Three dollars and ninety-three cents, (\$3,383.93).

CONDITION OF FINANCES, AND ELIMINATION OF TEACHING POSITIONS.

President Fisher submitted a report showing the amount of expenditures up to January 1, 1932, and the balance available for the remainder of the biennium. The figures showed that with the present payroll, and other necessary expenditures, the budget cannot be balanced by March 31, 1933. To balance the budget, the President suggested that two positions in the Training School be eliminated because of the lighter load in practise teaching. The Board of Trustees approved the elimination of the positions of Teacher of Technique in the Primary Grades, and Teacher of Technique in the Intermediate Grades. These positions are now held by Miss Augusta Pragst, and Miss Anna J. Beiswenger.

CONTRIBUTIONS TO UNEMPLOYMENT RELIEF.

In accordance with the suggestion of Governor Hartley everyone on our payroll contributed one day's pay for each of the three months November and December 1931, and January 1932, to unemployment relief. The total contribution from our payroll amounted to Two Thousand One Hundred-Forty-One dollars and sixteen cents (\$2,141.16). All contributions were designated to the Bellingham Community Fund. It is worth adding that the people on our payroll also contributed One Thousand and Forty-Three dollars and fifty-nine cents (\$1,043.59) to the character building agencies of the Bellingham Community Fund. This makes a grand total of Three Thousand and Eighty-Four dollars and seventy-five cents (\$3,084.75).

FIRE EXTINGUISHERS NEEDED IN BUILDINGS.

President Fisher submitted a report from the Fire Dust Fire Appliance Company Ltd., Mr. R. R. Fox, Sales Director, showing the need of fire extinguishers in the different buildings. The Board of Trustees were of the opinion that before any more fire extinguishers were purchased a report on fire protection should be secured from the Fire Department of Bellingham. The President was instructed to ask the Fire Department to make this report.

EXPENDITURES FOR EQUIPMENT, AND REPAIRS.

It was agreed that the Training School be permitted to purchase an Eastman Kodoscope, Screen, and a 4" lens, provided a fair trial of this equipment could be had before purchasing it. It was also agreed that Frank E. Headrick, Contractor, be asked to reset the old flag pole, according to a plan submitted by Mr. Headrick to President Fisher. The flag pole had rotted in the ground and was in danger of falling. It was also agreed that a light standard, similar to other light standards on the campus, replace the pole light on the knoll. This work also to be done by Frank E. Headrick.

REAPPRAISAL OF BUILDINGS.FOR INSURANCE.

It was agreed that owing to reduced values in building construction, and in view of insurance on buildings expiring in April, there should be a reappraisal of the buildings that are insured; this appraisal to be made by Frank E. Headrick at a cost not exceeding Two Hundred Dollars (\$200.00).

DISTRIBUTION OF FIRE INSURANCE.

It was agreed that Mr. C. M. Smith of the firm of Smith, Livesey, Wright Company, be asked to look after the renewal of our fire insurance. It was also agreed that the distribution of the insurance be made to the different firms in the same proportions as obtained before.

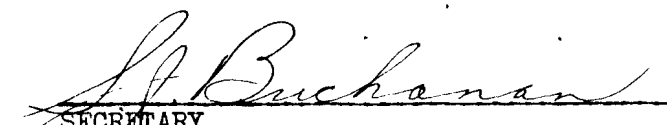
PRESIDENT TO ATTEND EDUCATIONAL MEETINGS AT WASHINGTON, D. C.

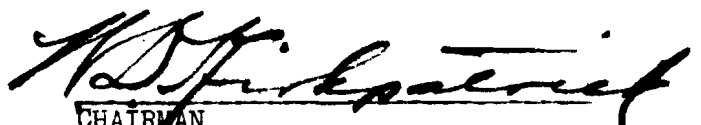
It was agreed that President Fisher be permitted to attend the meetings of the American Association of Teachers Colleges, and the N. E. A., at Washington, D. C., to be held during the latter part of February.

BILLS WERE AUDITED AND ALLOWED AS FOLLOWS:

Voucher Checks No. 17360 - 18080 Inc.
Voucher Checks No. 7971 - 8338 Inc. (Edens Hall)
State Vouchers No. 118 - 265 Inc.

Adjournment followed.


SECRETARY


CHAIRMAN