

October 8, 1919.

The Board of Trustees met at the Normal School at 4 p. m. There were present Trustees Whitcomb and Olsen, the President and the Secretary.

Minutes of the meeting of September 8th were read and with slight corrections approved. The corrections noted by the President were in regard to advance services of Training School teachers, the names of the following instructors should have been added to the list of those given: Miss Beasley, Miss Bell, Miss Gray, Miss King, Miss MacDonald and Miss Montgomery. The name of Mrs. Mayhew should be stricken from the list.

TRUSTEE OLSEN-DRAINING TILE:

Trustee Olsen informed the Board that he had ordered about 70 feet of drain tile from the Morse Hardware Company, with which to drain a portion of the roadway near the Boiler House. His action was approved and the Secretary ordered to furnish the necessary requisition for the tiling.

INSTALLATION OF FIRE ALARM CONNECTIONS:

Mr. Whitcomb stated that he had a conversation with the Chief of the Bellingham Fire Department concerning the installation of a fire alarm connection at the Normal School at an expense he thought would not exceed \$200. After some discussion it was moved and carried that there be installed one box and four auxiliary connections under the supervision of the Fire Chief.

ATTORNEY GENERAL'S OPINION:

Mr. Whitcomb reported he had received a favorable opinion from the Attorney General's office on the title to the lands recently purchased under contract. He also stated that the Park Board of the City had talked with him concerning the laying out of streets through the grounds but no definite plan was adopted. Upon recommendation of Mr. Whitcomb it was moved and carried that the Board of Trustees take deeds from Luella N. C. Whitaker to lots 5, 6, and 7, Block 104, Map of the Town of New Whatcom and from the Bellingham Bay Improvement Company to a tract of land in the Map of the Town of New Whatcom, purchased under agreement of the Trustees of Bellingham State Normal School of the first part and Luella N. C. Whitaker and the Bellingham Bay Improvement Company, parties of the second and third part as follows: Luella N. C. Whitaker consideration \$15,000 and Bellingham Bay Improvement Company, consideration \$8,000., title to which has been approved by the Attorney General in an opinion of and directed to the Trustees of the Bellingham State Normal School. Warrants to be drawn as follows: \$15,000 on the Land Fund and \$8,000 on Capital Outlays Fund, that vouchers be forwarded to the State Auditor and when warrants are returned to be delivered per contract of July 25, 1919.

ARCHITECT DOAN'S PLANS FOR DORMITORY:

The plans of Architect T. F. Doan for the new Dormitory were examined by the Board who were pleased with them as far as he had gone but formal approval was withheld until completion of the plans and specifications and making of contract could be completed.

MINUTES OF THE MEETING OF OCTOBER 8, 1919.

SEALED BIDS FOR CLEARING:

It was moved and carried that sealed bids be called for to clear, level and drain about two and one-half acres of ground on the new Dormitory sight and Normal circle.

BILL OF PUGET SOUND TRACTION, LIGHT & POWER CO.,

A bill of the Puget Sound Traction, Light & Power Co., amounting to \$15.60 which was in controversy since since last April was ordered paid.

BILLS ALLOWED:

Bills were audited and allowed as follows:

State Vouchers #67	to	#101
Local Vouchers #6176	to	#6293
Revolving Fund #2367	to	#2418

EQUIPMENT FOR MANUAL TRAINING SHOP:

The President reported that Mr. Heckman, of the Manual Training Department, had spoken to him regarding the advantage of installing a Wallace Bench Planer. It was moved and carried that the same be purchased.

MISS FUNKHOUSER ON LEAVE OF ABSENCE:

Miss Myrtle Funkhouser, who is absent attending the University of Washington, was granted a leave of absence for one year with the understanding that she is to return to her work in the library.

ADDITIONAL EQUIPMENT FOR THE BUSINESS DEPARTMENT:

The President reported that Mr. Caskey, of the Business Department, had recommended the addition of an adding machine, a dictaphone, an A. B. Dick Duplicating machine and a comptometer to his equipment. After some discussion on this subject the President was instructed to ascertain what could be done toward getting an adding machine and comptometer at reduced prices.

VICTROLA FOR MUSIC DEPARTMENT:

The President reported that Mrs. Thatcher, instructor of Music, had expressed her belief that it would be of value to have a Victrola for her department. The request was granted and the purchase authorized.

MISS GARDNER TEACHING MUSIC ON A FEE BASIS:

The President stated that Miss Gardner desired to give a course in training of piano teachers on a fee basis. The Board gave the President authority to make such arrangements as were necessary.

STUDENT LOAN FUND:

The President brot up the matter of the Student Loan Fund, stating that he had received a communication from Mr. Chas. Allen, who had originated the Girl Students' Aid Fund, who appeared to think a greater use should be made of this fund for the purpose of assisting worthy students. The President read a copy of his reply to Mr. Allen stating how this fund had been handled. The suggestion was made to extend the amount and privilege of the Student Loan Fund, resulting in a motion being made

and carried that funds may be loaned to any worthy student properly recommended by the school from which he or she comes to an amount as high as \$200.00.

THE HARDY SISTERS:

Ida and May Hardy entered school September 10, 1918, paying fees for two quarters. When leaving after the first quarter they received rebates amounting to \$5 each. They have reentered school this year and wish to have waived the student activities fee for the coming second and third quarters. It was moved and carried that this fee be waived for the second and third quarters.

COMMUNICATION FROM J. D. McMEEN:

The President read a communication from the night watchman, Mr. J. D. McMeen, asking for an increase in salary. No action was taken by the Board.

AUTO SHEDS:

The President was authorized to look into the matter of the erection of sheds for housing automobiles, which were being used by several members of the faculty and officials and report back his opinion.

ATTORNEY GENERAL'S OPINION ON EXTENSION TERRITORY:

The President reported that no word had yet been received from the State Board of Public Instruction concerning the Attorney General's opinion in regard to the division of territory for Extension work of the Normal Schools.

SALARIES OF MESSRS. PARISH AND KLEMME:

The payment of salaries to Mr. Parish and Mr. Klemme, who were to have been paid in part from the Extension Fund, was discussed and by reason of the opinion of the Attorney General the Registrar was authorized to place their names upon the regular salary list from now on.

PURCHASE OF OIL HEATER:

The action of Trustee Olsen in ordering an Oil Heater oil burning plant was approved.

MT. BAKER LODGE:

The President stated that he had received a communication from Dr. Herre regarding the proposal to erect a Lodge on Mt. Baker for the convenience of visitors. The Board looked with favor on the project but no action was taken.

SURETY BOND OF REGISTRAR:

Trustee Whitcomb stated to the Board that he had approved the Surety bond of Registrar, F. L. Olslager for \$10,000, and had filed the same.

APPLICATION FROM MRS. NINA J. MEAD:

An application from Mrs. Nina J. Mead, for the position as Matron for the new dormitory was received and placed on file.

The Board then adjourned.

F. L. Olslager
Secretary

Walter B. Whitcomb
Chairman

A special meeting of the Board of Trustees was held October 23rd, at 2:30 p. m. at the Normal School. There were present Trustees Whitcomb and Olsen, the President and the Secretary.

BIDS FOR CLEARING AND DRAINING:

Sealed bids for clearing, leveling and draining the Normal circle and about two and one half acres of land adjoining the present campus on the north-east were received in response to advertisements inserted in the Bellingham Herald and Bellingham Journal, as follows:

C. G. Burnet, Clearing and grubbing \$250.00 per acre. Earth excavations, 90¢ per cu. yd. Rock, \$2.50 per cu. yd. Alternative, actual cost plus 10%.

L. C. Bowles, Clear the two acres, more or less, back of the new dormitory, free from all stumps for \$165.00 per acre, and reserve the wood. Clear the piece between the old road and the new paved road, open the ditch from the out let of the small tile to the intake of the big tile for the sum of \$225.00.

K. Sauset, Clear grounds as per advertised for \$420.00 per acre.

R. C. Sisson, Clear grounds as per advertised for \$500.00 per acre.

The bid of L. C. Bowles being the lowest, Trustee Whitcomb was authorized to enter into a contract with him.

REGISTRAR'S REPORT OF TRIP TO SEATTLE:

The Registrar reported on his trip to Seattle in connection with the work of the accountants in preparing their reports for the Joint Board of Higher Curricula, which is to meet in Pullman November 14th.

SATURDAY HALF HOLIDAY FOR EMPLOYEES:

The President read a signed request from a number of employes in the administrative offices for a half holiday on Saturday afternoons. The Registrar who had been asked by the President to ascertain the custom of the other Normal schools and the State University regarding this matter, made a report on same. After some discussion it was moved the matter be laid on the table until the next regular meeting.

OIL CONSUMPTION FOR OIL BURNER:

The President informed the Board that the oil meter received from the Pearson Company had been installed and on a test of six days there had been used 3080 gallons or about 80 barrels of oil by the plant.

COMPLAINT FROM GEORGE M. WAPLES-LYNDEN FAIR SERVICES:

The President read a lengthy letter from Mr. G. M. Waples, concerning the charges of instructors from the Normal School for services as judges of exhibits and referees of games at the Lynden fair. He also read a reply he had prepared in answer to Mr. Waples. The Board approved the President's action.

AMERICAN RADIATOR CO. HEATING PLANT:

A communication from the American Radiator Co., concerning their heating plant together with printed literature was received and placed on file.

BURROUGHS ADDING MACHINE, MIMEOGRAPH & MULTIGRAPH:

The President announced that he had ordered the Burroughs adding machine for the Business department. He also reported on the A. B. Dick Duplicating machine, which Mr. Caskey had recommended. The matter of securing an Edison mimeograph No. 78 was referred to Mr. Caskey as to which would be preferable a mimeograph or a multipost, it being left for the President to decide which to purchase.

FORGE AND ANVIL FOR HEATING PLANT:

Trustee Olsen stated that the heating plant was badly in need of a forge and anvil, that the old forge was nearly worn out and that the anvil was too small. It was suggested that by keeping on the lookout a second hand outfit might be picked up at quite reasonable prices.

CARL F. GOULD - REGARDING GROUNDS & ARCHITECTURE:

The President read a communication from Mr. Carl F. Gould of Bebb and Gould Architects, Seattle, about coming to Bellingham to look over the grounds and architecture and offering their services as consulting architects. The Board took no action.

SEATTLE POST-INTELLIGENCER ADVERTISING:

The President reported that he had received a communication from Mr. E. R. Bloom, of the Post-Intelligencer, who was soon to get out a large booster issue in which they wished to advertise the Bellingham Normal School. In this connection the President informed the Board that he had prepared a write up of the school for Mr. Miller of the Chamber of Commerce, which was to be gratuitous. The Board did not deem it advisable to do any further advertising.

GARDENER TO CUT DOWN TREES:

Trustee Olsen reported that he had instructed the gardener to cut down certain trees upon the grounds which were getting too large. His action was approved.

GAMWELL FIRE ALARM SYSTEM:

The President informed the Board that he had held up the requisition which had been issued for the installation of an additional fire box and auxiliary connections ordered by the Board at the meeting of October 8th, on account of a misunderstanding as to the cost of installation which it appeared would be much greater than it was supposed to have been from communication previously had. After learning that the cost of installing would be as much as the outfit the Board declined to accept the apparatus.

STEAM BOILERS INSPECTED:

The report of Inspector L. M. Barringer, dated October 18th, 1919 on the condition of the three boilers at the Bellingham State Normal School was received from Mr. C. A. Paddock, Chief inspector of the Hartford Steam Boiler Inspection & Insurance Co. The general condition being good. The report was filed.

NORMAL SCHOOLS TERRITORY:

The President reported on the matter of territory for the various Normal Schools for extension work, presenting several maps explaining the territory Bellingham would have when the Centralia Normal School comes in. He also produced a map by Mr. Klemme, which would make a compromise on territory, which the President had modified somewhat to lessen the number of teachers.

The President was authorized by the Board to meet with Mr. Black and Mr. Showalter and try to secure a compromise but if this could not be done to withdraw from the extension field.

DELAY OF KLIPSUM BY SEATTLE ENGRAVING COMPANY:

The President stated to the Board that the Seattle Engraving Company, through the delay in getting out their work, had caused the Senior Class a loss of several hundred dollars on their last issue of the Klipsun and that owing to this delay and loss they were unable to pay the bill which the Seattle Engraving Company assert is still due them. The Board was of the opinion that as the Seattle Engraving Company was at fault they could not expect payment. The President was authorized to look into the matter.

The Board then adjourned.

J. L. Helgeson
Secretary.

Wm. B. Whinnell
Chairman.