

Record of Proceedings

of the
Local Board of Trustees
of the
State Normal School

at
New Whatcom, Washington

The first meeting of the Local Board of Trustees of the Washington State Normal School at New Whatcom, called for purposes of organization, was held at the store of R. C. Higginson in New Whatcom, Washington at four o'clock P.M. of the 15th day of July, A. D. 1895. There were present J. G. Edens, Eli Wilkin & R. C. Higginson. On motion of Mr. Edens, Eli Wilkin was nominated and elected permanent chairman of said local board, and on motion of Mr. Wilkin R. C. Higginson was elected temporary clerk.

The matter of the election of a permanent clerk was then taken up by the board and various applications were presented and considered. After some discussion the board proceeded to elect by ballot and after several ballots O. H. Culver having secured the requisite majority was declared elected.

After some discussion as to the best method to pursue in inaugurating the work of the board the following resolution was adopted:

"Whereas it is believed by this board that it would facilitate its work to have its chairman visit Cheney, Ellensburg and other cities of the State to gain all the information possible as to plans for buildings, manner of construction and methods of conducting the business of local boards of Normal Schools, therefore

Resolved, That the chairman be and hereby is authorized and directed to visit such cities of the State as he may deem necessary or advisable for the purposes above indicated, and report to the board for its

approval, the expense of such trip, properly chargeable to the state."

Mr. Higginson tendered to the board the free use of his store room, adjoining the post-office, as a meeting place so long as it should be convenient to use it for that purpose, and the offer was accepted with thanks.

The board then adjourned until August 1st at 4 o'clock p.m., unless sooner called together by the chairman.

Record approved July 23, 1895.

O. H. Culver,
Clerk.

Eli Wilkin
Chairman

Second Meeting July 23, 1895.

The chairman of the board having returned from his trip to Cheney and other cities sooner than was expected, a meeting of the board was held pursuant to his call, at the designated place Tuesday afternoon July 23, all members and the clerk present. The minutes of the meeting of July 2nd were read and approved.

The chairman then read a detailed report of his trip, taken pursuant to the resolution adopted July 12, which report, upon motion of Mr. Higginson, was accepted, approved and ordered filed. The chairman also read a letter from Prof. F. J. Setz, principal of the State Normal School at Ellensburg, written in response to Major Wilkin's request, before the organization of the board, for the letter's suggestions as to building etc., which letter was ordered filed for future reference. Various other letters and communications to the board and individual members thereof were presented and ordered filed.

The matter of obtaining plans for the building was discussed at some length and upon motion of Mr. Higginson it was ordered that the board insert an advertisement in the Seattle Daily Post-Intelligencer, three times, calling for plans to be submitted within thirty days from date of call, and specifying the

annual conditions of the competition, and that said competition be open to all the architects of the State of Washington, and no others. It was further ordered, upon motion of Mr. Edens, that the chairman and clerk prepare the advertisement calling for said plans and submit it to the other members of the board for their approval.

It was ordered upon motion of Mr. Heigginson, that Mr. E. O. Schwägerl, superintendent of parks at Seattle, be employed to locate the building, and the chairman was requested to correspond with him as to the making of a contour map and arrange for his visit.

Upon motion of Mr. Edens the clerk was authorized and directed to procure the necessary account books and stationery, record and letter books, making requisition upon the state printing board for such needed stationery as can be obtained from the state printing office without charge against the Normal school appropriation.

The board then adjourned subject to the call of the chairman.

Record approved July 29, 1895.

O. H. Culver,
Clerk.

Eli Wilkin

Chairman

Meeting July 29, 1895.

Board met pursuant to call of the chairman at 4 p.m., all members and the clerk present. The minutes of the meeting of July 23 were read and approved. The Chairman read a letter from Mr. Schwägerl relative to the making of a contour map and transmitting instructions for the work, with suggestions as to various plans that might be followed. The question of the employment of a local engineer to do the work was discussed and Mr. A. B. Campbell was sent for and came before the board and read the instructions

and suggestions of Mr. Schwägerl, and stated that he could and would, if desired, make the map according to the directions given and that the cost of the work probably would not exceed \$30.00. On motion of Mr. Higginson Mr. Campbell was employed to make the map as directed and Mr. Higginson was empowered to decide with him which of the three methods for making the survey suggested by Mr. Schwägerl should be adopted.

The chairman reported verbally that he and the clerk had prepared an advertisement for plans for the building in accordance with the instructions of the Board and that the same had been submitted to and approved by the other members of the board and had been published three times as directed. A printed copy of said notice is hereto attached.

The chairman stated that he would notify Mr. Schwägerl when his presence here would be required for the location of the building.

No further business being presented the board adjourned.

Record approved Aug. 15, 1895.

O. H. Culver,

Clerk.

Eli Wilkin

Chairman.

Meetings Aug. 15 & 16, 1895

Board met pursuant to call of the chairman with all members and the clerk present; also Prof. C. O. Schwägerl, of Seattle, landscape engineer, and H. C. Campbell. The minutes of the meeting of July 29 were read and approved.

Prof. Schwägerl having completed the work for which he was engaged by the board, read his report relative to the location of the building upon the site accepted and designated by the State, indicating the bounds of such location, to be marked by the engineer, and also making some special suggestions relative to the improvement