

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

AGENDA

September 13, 1961

I. Minutes of last meeting

II. Standing Committee Reports

A. Executive Committee

- 1) Report of meeting
- 2) Absences
- 3)

B. House and Finance Committee

- 1) Renovation Progress
- 2) Boiler

C. Personnel Committee

- 1) Plans for Freshman Council
- 2) Two-day Orientation Report
- 3) Chairmanship openings
- 4)

D. Program Committee

- 1) Coffman Capers
- 2) Summer Program Report
- 3) Conference
- 4) Program Report
- 5) Calendar

E. Public Relations Committee

- 1) WMMR renovation request
- 2)

III. Old Business

- A. Medical Student Center
- B. Renovation of Cross Lounge

IV. New Business

- A. Schedules, Addresses, etc.
- B. Board meeting time

V. Announcements

- A. New Program Staff Personnel
- B. Loss of old Program Staff Personnel
- C.

VI. Adjournment

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UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of September 13, 1961

Members Present:

Kay Balzer, Jim Cameron, Carole Clifford, Barry Lazarus, Larry Leventhal, Ronald Moe, Jane Rohrer, Myra Shiff, Jim Tremann, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. Donald R. Zander

Members Absent:

Karen Cravens, Karen Poulson, Karen Zuan, Kathy Wagnild, Dr. David LaBerge, Dr. E. L. Thomas, Mr. Edwin Braman

Others Present:

Mr. Ronald Barrett - Program Director, Mr. David Sowles - Program Consultant, Mr. Erik Erickson, Administrative Fellow - Program, Mr. Eddie Schuck - Summer Programming, Donna Brown

The meeting was called to order at 7:10 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) The Executive Committee has held a number of meetings since the last Board meeting dealing with WMMR. President Moe brought the Board up to date on the WMMR situation: Last Spring \$1,900 was appropriated by the Board for the renovation of the WMMR studio. Bids were sent out, but some of them weren't returned. In the middle of the summer another request was made for more renovation which included some of the items that were included last Spring. Ron Moe stated that WMMR can go ahead with the first appropriation, but the additional request has to be approved. The second request for equipment and renovation has been scrutinized by an expert and his opinion was that the equipment and renovation are necessary. Some action will be taken on this matter later in this meeting.
- 2) President Moe reminded the Board members that according to the By Laws of the Union Board of Governors, members are allowed only a certain number of unexcused absences.

House and Finance Committee Report

- 1) Mr. Starr passed around the final plans for the renovation of the Cross Lounge into the International Student Lounge. He explained that they are relatively the same as the first plans except for the desired modifications. These plans have been, or will be reviewed by the people concerned with this lounge.

Progress is being made on the plans for the student offices. The installation should take only a few days and will be done shortly.

- 2) Mr. Starr reported that a boiler downstairs broke down. That will mean an extra expense of approximately \$4,000. This cost will be shared by Food Service and Campus Club.

#### Personnel Committee Report

- 1) Carole Clifford reported on the plans for Freshman Council. The Freshman Council from last year had a new brochure published to be handed out to this years freshmen in evening orientation and also during Welcome Week.

The Freshman Council booth will be up starting Sunday evening, September 17. If any of the board members are around on that evening, you are asked to help work at the booth, and help register Freshmen. Interviewing will begin on Monday, September 18, 1961, from 8 to 4 p.m.

- 2) Carole has been working on the Two-Day Orientation Program during the summer. This coke hour is going to be Wednesday, September 20 at 9:30. Each Board member should be there by 9:15. Cards are handed out each night to the Freshmen; then they check areas which interest them. Interviews are then arranged with them. It is the obligation of the Board members to have their chairmen there if they themselves can not attend, so that each area can be explained to the Freshmen. The atmosphere will be very informal.
- 3) The Board members should all be aware of their chairmanship openings. Interviews for chairmanships will be held during the second week of school.

Carole reminded the Board members to have their chairmen and all of the people on different committees fill out slips that are available in Ted Kaul's office. This makes membership official.

Name plates are now on the backs of the chairs.

Board members should be present, if possible, at the individual interviews for Union Board Council.

#### Program Committee Report

- 1) Kay Balzer reported on the progress being made concerning Coffman Capers, which will be next Monday night, September 18. A paper on the procedure for the day can be picked up early Monday morning. The booths will be in the North Star Room by 10:00 A.M. The games will be in about 1:00 p.m. Everything should be set up by 5:00 p.m. and everyone should be ready and in costume by 6:15. There are some posters in the poster room that can be used for some of the booths.

The Executive Committee may use the four megaphones for publicity. Kay Balzer read the program for the evening to the Board members. Everything should be taken down and cleaned up by 10:00. The program is over at 9:00 p.m. A free pass to the Homecoming Dance will be given to the students with the most money at each booth at 9:00 p.m. Kay read the changes in the Art Craft Studio hours. There are five more booths to be made, so any help will be appreciated on Thursday, 7:00 p.m. September 14, in the Art Craft Studio.

Tickets for Homecoming will be sold at \$3 for a ticket which is good for two people.

- 2) Eddie Schuck reported on the summer programming. Since this was the first year that this programming was handled by students, they made many mistakes, but learned from them. The Summer Programming Committee is going to write up recommendations for people taking over this programming next summer. Eddie explained the attendance figures to the Board members. The Billiard Room was closed during the last Summer Session. They had extremely good luck with the Noon programs. Eddie added that it would be much easier to work on summer programs if you are in summer school. He thanked the Board members and staff for their help and advice during the summer.
- 3) Jim Cameron stated that he would still like to have a conference with each Board member to find out what their plans are for the coming Fall Quarter and the rest of the year.
- 4) Jim Cameron asked that each Board member read the Program Report and look through the budget for the coming year.
- 5) Vice President Cameron asked that the Board members write the dates of their major events on the calendar behind Ted Kaul's desk to avoid conflicts with University activities.

#### Public Relations Report

Motion K-1745 U-268

Myra Shiff moved that \$1,400 be allocated from WMMR's Fall Quarter budget for the purpose of renovation of their studio.

Motion seconded.

Jim Cameron asked what WMMR is going to operate on for Fall Quarter if \$1,400 of their \$2,000 allowance is used for renovation.

There were many different questions on WMMR'S budget reorganization. Mr. Starr was asked to look back on the minutes and read the WMMR budget reorganization to clarify some of the questions.

Larry Leventhal objected to the fact that it seemed to be the general opinion that WMMR must pay back their loan at the end of Fall Quarter.

President Moe appointed an Ad Hoc Committee consisting of Leroy Leventhal, Jim Cameron and himself to interpret the meaning of the WMMR budget proposal drawn up last Spring.

According to the contracts with patrons that WMMR holds, the station must be operating on October 16. Unless this renovation request is passed very soon, this opening date will be impossible to keep.

President Moe brought up the fact that these contracts have not yet been approved.

The question was called.

Jim Cameron objected to the calling of the question.

Motion K-1745 was withdrawn. The second withdrew.

The Public Relations Chairman will call a special meeting after this board meeting to discuss this matter and to take action.

- 2) The Activities Mart will be held on September 21, Thursday, A program concerning what the Union has to offer will be held the same day.
- 3) President Moe explained what has happened concerning WMMR and Augsburg College. There has been some contact made by the President of Augsburg and a member of the WMMR staff. There has been no formal contact between the Union and Augsburg College. When there is a practical proposal drawn up, it must be approved by the Public Relations Committee, Augsburg College, and UBOG.

#### Old Business

- 1) Jim Tremann reported on the Medical Student Center. Jim has been working with Mr. Starr on a proposal for the Medical Student Center organization. It will involve a By Law change so it must be approved two weeks after it comes to the attention of the Board. Board members should be prepared to take action on this proposal in two weeks which will be the first Board meeting of the Fall Quarter.
- 2) Mr. Starr explained more about the renovation of the Cross Lounge. The final plans are within the price that was set. If the plans are approved by UBOG and the Foreign Student Council, they are then sent to Plant Services. The money for this project has been allocated from the renovation fund.

Motion K-1746 U-259

Jim Cameron moved that the Board approve the final plans for the International Student Lounge.

Motion seconded and passed.

A question was brought up concerning the excavation of the space under the cafeteria. This may be done during the winter.

Larry Leventhal suggested that the Ad-Hoc Committee to study and interpret the proposal made last year concerning the WMMR include Myra Shiff.

#### New Business

- 1) Board members were asked to hand in their class schedules and addresses.
- 2) A new board meeting time was discussed. It was decided to have a dinner meeting on September 27, Wednesday night. At this board meeting a new time will be decided upon. A notice will be sent out concerning the time of the dinner. Board members will have their orientation before the dinner meeting scheduled for September 27.

It was suggested that every meeting be a dinner meeting. Mr. Starr explained that this had been done in the past and proved to be a poor procedure.

There was some discussion on the coverage given to the UBOG meeting by the Daily. Mr. Starr suggested that the UBOG invite the Daily Editor to one of our meetings.

New pictures will be taken sometime in the near future.

#### Announcements

- 1) Mr. Starr introduced our new program staff personnel - Mr. Erik Erickson, Administrative Fellow, and Mr. David Sowles, Program Consultant. Mr. Starr announced that Erik Erickson will be leaving soon for more duty with the air force.
- 2) Mr. Starr announced that Ron Barrett, Program Director, will be terminating shortly, as he will become the Associate Director of the Union at New Hampshire and will become Director next July 1.
- 3) Mr. Starr announced the appointment of Mrs. Pat Kay, the new Senior Secretary in his office.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

September 27, 1961

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Pictures
    - 2) Medical Student Center
    - 3)
  - B. House and Finance Committee
    - 1)
    - 2)
    - 3)
  - C. Personnel Committee
    - 1) Committee membership lists
    - 2) Coke hours
    - 3) Leadership Seminars
    - 4) Committee cohesiveness
    - 5) Interviewing time
    - 6) UBC
  - D. Program Committee
    - 1) Co-Sponsorships
    - 2) Conferences
    - 3) Calendar
    - 4)
  - E. Public Relations Committee
    - 1) Forms
    - 2) Showcase
    - 3) State of the Union Page
- III. Old Business
  - A.
- IV. New Business
  - A. "The Challenge We Face" - Mr. Starr
  - B. Meeting Time
  - C. Schedules
- V. Announcements
  - A. Program Staff Changes
  - B.
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of September 27, 1961

Members Present:

Kay Balzer, Jim Cameron, Carole Clifford, Karen Cravans, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Karen Quam, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. E. L. Thomas, Mr. Edwin Braman

Members Absent:

Dr. Donald R. Zander

Others Present:

Mr. Ronald Barrett, Program Director, Mr. Ted Kaul, Program Consultant, Mr. Robert E. Lee, Night Manager, Mr. Maurice Hobbs, Daily Reporter, Donna Brown

The meeting was called to order at 7:20 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows: Personnel Committee Report, No. 2, Line 5 - "Post cards are then sent to the students inviting them to the Welcome Week Coke Hour"

Karen Quam's name was spelled wrong. It should be Quam.

Minutes were approved as corrected.

Executive Committee Report

- 1) Ron Moe explained the choices the board members have regarding board pictures. More of the same type could be taken, or the board could hire the University Photo Lab to take the pictures. Board members could have their pictures taken in the Photo Lab Studio or someone from that department could come over to the Union before a board meeting. Dr. LaBerge brought up the question of why the pictures of Board members were taken and placed on the first floor in the first place. Mr. Starr stated that by having the pictures there, people have a better idea of who the members are and how many members there are. Dr. LaBerge thought it would be a better idea to have the pictures displayed near the UBOG office on second floor. It was generally agreed that the pictures served their purpose better on the first floor.

Motion K-1747 U-250

Barry Lazarus moved that an employee of the University Photo Lab be hired to come to the Union to take the photographs of the Union Board members.

Motion seconded.



Karen Cravens asked about the difference in price for having the Photo Lab take the pictures. The exact difference was not know, but the extra expense would be for hiring the photographer since the photo lab does the developing anyway.

Jim Cameron thought that it would be a better idea to have the board members go over to the studio because of the facilities there.

Motion K-1747 was withdrawn; the second was withdrawn.

Motion K-1748, U-251

It was moved that the University Photo Lab take photographs of the board members at their studio. Board members will make appointments with the studio.

Motion seconded and carried.

- 2) President Moe reported that the proposed by law change for the Medical Student Center has been sent to the Medical School and replies are expected soon. Jim Tremann commented that Vice President Malcolm M. Willey has sent a copy of the draft back with a few suggested changes.

#### House and Finance Committee

No report.

#### Personnel Committee

- 1) Carol Clifford explained that Board members should call the people who have signed up for committee membership. These people can be assigned to certain areas or a meeting can be called where the different areas can be explained so they can chose the areas they prefer. Committee chairmen should have met with these people by Friday, October 6 so that the lists of people who are active in the committee can be handed in on that date. Only current committee lists are needed.
- 2) There will be one specific time throughout the quarter for Coke Hours - Wednesdays at 2:30 p.m. The first Coke Hour will be held in Room 320 next Wednesday at 2:30 p.m. A special feature will be planned for each Coke Hour. The first feature will be the Union movie. If board members have any suggestions for special features, drop a note in the Personnel Bureau Chairman's box. Board members should bring any brochures or other materials that they have about their committees to this Coke Hour.
- 3) Carol Clifford reported that the first Leadership Seminar will be on Tuesday evening at 7:30 p.m. on October 10 in Room 320. It is essential for the committee chairmen to attend. Board members who haven't attended a leadership seminar before should also attend.

- 4) Carol made some statements concerning committee cohesiveness. The Personnel Committee does all they can to have the committees work together. Board members should encourage their committee chairmen to work on cohesiveness among the committee members themselves.
- 5) Interviews for chairmanships will take place next Wednesday at 3:30 p.m. Board members should make sure to tell any interested people about this.
- 6) The first meeting of the Union Board Council will be next week. There are approximately 22 girls and 21 boys on the Union Board Council. Carol Clifford will give a report on UBC after their first meeting.

Program Committee

Motion K-1749 U-252

Jim Cameron moved that the board approve a co-sponsorship between the Fencing Club and Noon Programs for a fencing demonstration on September 28.

Motion seconded and carried.

Motion K-1750 U-253

Jim Cameron moved that the board approve a co-sponsorship between the Pom Pon Girls and Variety Dance for a dance from 9 p.m. until 1 a.m. on September 29.

Motion seconded and carried.

- 2) Vice President Cameron would like to meet with each board member for approximately a half an hour sometime next week. Please see Jim Cameron about a meeting time.
- 3) The calendar in the Union Board office has been cleaned off and is ready to be used. Board members should put their program event information in Jim Cameron's box and he will put it on the calendar.

There will be a Program meeting after the Board meeting tonight.

Motion K-1751 U-254

Kay Balzer moved that the board approve the Minneapolis Choralaires and the Dick Perry Band as the entertainment for the Christmas Semi-formal.

Motion seconded and carried.

Mr. Starr commented that the Minneapolis Choralaires are singing at the first convocation.

Jim Cameron reminded the board members that the board as a whole sponsors the Christmas Semi-formal.

Kay Balzer stated that a complete history file for Welcome Week is needed. There wasn't much information left from last year to work with, so more information is needed for next year. This year an evaluation sheet for board members and committee members was created. These should be filled out and turned in to Kay Balzer by October 6.

#### Public Relations Committee

- 1) Myra Shiff explained the procedure on the following forms: Public Address Announcements, What's Doing Column (for the DAILY), News Release (for the Daily), Advertising Requisition form. These forms can be picked up from Program Consultants.
- 2) The UBOG showcase is available for short periods of time for different displays.
- 3) The State of the Union page won't come out for at least a week or two. Information sheets for this page should be turned in if the publicity is needed.

Mr. Braman asked about the publicity outside of the campus. It was explained that this is handled through University News Service.

#### Old Business

- 1) Kay Balzer reminded the Board that the Christmas Sing was changed from the Special Events Area to the Music Area. All brochures and other information should come to Kay Balzer.

#### New Business

- 1) Mr. Starr gave a short talk on "The Challenge We Face". He outlined some of the problems facing the Department of Student Unions and the Union Board for the coming year. He stated that we have the greatest enrollment in the history of the University. The Union Board of Governors is challenged to do the best job possible even though additional funds and more space are needed. We have the responsibility of providing activities outside of the classroom. We have a tremendous responsibility to the campus in terms of leadership training. Thinking of the national situation, there is nothing there is more need for than leadership. We will be providing approximately 27 student offices which will take care of only a small portion of the 360 organizations on campus. We should find out what other services we can provide for the students.

- 2) Jim Cameron wanted to know more about the Russian Medical Exhibit that will be displayed here. Last Spring some visiting Russians inquired as to the possibility of having this exhibit here. This matter was given to the proper program area. This exhibit was scheduled for Oklahoma, but did not appear. Since that time the arrangements have been worked out so that it should be shown about the last five weeks of the Fall Quarter.

Motion K-1752 U-255

Jim Cameron moved that the UBOG meet on Wednesday nights at 6:00 p.m.

Motion seconded.

An editorial change was made in the motion: Meeting time - 6:30 p.m. Wednesday nights.

There was some discussion regarding a Tuesday night meeting instead.

The question was called.

Motion K-1753 U-256

It was moved that Motion K-1752 be voted upon.

Motion seconded and carried.

Motion K-1752 was carried.

Class schedules and name and address lists were passed around.

Jane Rohrer stated that Count Basie has offered to appear here on October 10th for \$1,000. He will be in this area at that time and this is a reduced rate. Some of the board members felt that this wasn't enough notice to have good advance publicity.

Ron Moe stated that the Program Committee should discuss and take action on this matter.

Motion K-1754 U-257

Jim Cameron moved that the Program Committee be empowered to take action on the matter of hiring Count Basie for October 10.

Motion seconded and carried.

#### Announcements

- 1) Mr. Starr announced that Adrienne Hurlbert, Recreation Worker in the Game Room, will be terminating as of Friday, September 29.
- 2) Mr. Starr announced that Shirley Mae Clark has been recommended for the vacancy in the Program staff created by Ron Barrett's leaving.

- 3) Mr. Starr introduced Mr. Robert E. Lee, the new Night Manager, who will work with Dick Getchell and handle student employment.
- 4) Larry Leventhal announced that Talent Associates and the Theater Department are sponsoring a coffee hour at 3:30 next Thursday. Hosts and hostesses are needed for this affair. Any board members interested should contact Larry.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

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UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

FINANCIAL REPORT

I & II SUMMER SESSIONS

AREAS and COMMITTEES	ORIGINAL BUDGET	INCOME	EXPENSE	BALANCE
<u>SOCIAL AREA</u>				
Square Dance	\$250.00	\$ 0	\$266.64	\$-16.64
Dance Instruction	100.00	225.00	326.87	- 1.87
Patio Party	100.00	22.30	101.61	20.69
Friday Night Dance	850.00	239.75	884.19	205.56
Noon Programs	250.00	0	257.68	-7.68
Open Houses	200.00	0	192.67	7.33
New Programs	250.00	0	281.07	-31.07
<u>RECREATIONAL AREA</u>				
Outings	100.00	444.40	55.08	489.32
Games	300.00	135.00	237.09	197.91
Trips	100.00	219.75	256.40	63.35
<u>CULTURAL AREA</u>				
Music Listening	150.00	0	122.21	27.79
Fine Arts Gallery	50.00	0	46.50	3.50
Art Craft Studio	100.00	0	114.75	-14.75
Fine Arts Symposium	50.00	0	21.47	28.53
Trips	50.00	62.50	92.00	20.50
<u>MISCELLANEOUS</u>				
Administration	300.00	24.45	400.87	-76.42
Publicity	100.00	0	171.54	-71.54
Orientation	300.00	0	234.67	65.33
<b>TOTALS</b>	<b>*\$3,600.00</b>	<b>\$1,373.15</b>	<b>\$4,063.31</b>	<b>\$909.84</b>

\*Original budget total includes \$1,000 anticipated from Summer Session Office for Union programming.

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

October 4, 1961

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Absences
    - 2) Pictures
    - 3)
  - B. House and Finance Committee
    - 1) Bowling Lanes
    - 2) United Fund Billboard
    - 3) Homecoming Banner
  - C. Personnel Committee
    - 1) UBC
    - 2) Chairmanship Approvals
    - 3) Seminar & Training
    - 4)
    - 5)
  - D. Program Committee
    - 1) Conferences
    - 2) Count Basie
    - 3)
    - 4)
  - E. Public Relations Committee
    - 1) WMR Financial Report
    - 2) WMR - P.R. Committee Communications Policy
    - 3) State of the Union Page
    - 4) Ad Agency Chairman
- III. Old Business
- IV. New Business
  - A. "Gift" ---- Jim Cameron
- V. Announcements
  - A. New Program Consultant - Ted Kaul
  - B. Where is Mr. Starr?
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of October 4, 1961.

Members Present:

Kay Balzer, Jim Cameron, Carole Clifford, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Karen Quam, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Mr. Edwin Draman

Members Absent:

Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. E. L. Thomas, Dr. Donald R. Zander

Others Present:

Mr. Richard Getchell - Assistant Director; Mr. Ted Kaul - Acting Program Director; Laura Katzner - UBC Advisor; Judy McComb - UBC Advisor; Donna Brown

The meeting was called to order at 6:45 p.m. in room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows: "There are 44 members of the Union Board Council".

Minutes were approved as corrected.

Executive Committee Report

- 1) President Moe reminded the board members that attendance is being taken as of the last meeting. Be sure to let someone from the Executive Committee know if you are going to be absent from a board meeting.
- 2) President Moe reported that he will find out when the board pictures can be taken and send a memo to the board members.

House and Finance Committee Report

- 1) Karen Cravens reported that the House and Finance Committee approved a change in the policy for the Bowling Lanes. The Bowling Lanes will now be open until 2:00 a.m. Friday nights instead of 1:00 a.m.

Myra Shiff inquired about the possibilities of keeping the Billiard and Table Tennis Rooms open later. Mr. Getchell stated that there aren't enough people who want to use these rooms at night to warrant keeping them open any later than 9:00 p.m.

- 2) The House and Finance Committee approved the idea of putting up the United Fund Billboard on the pillars of the Union until October 26.
- 3) The House and Finance Committee approved the Homecoming Banner to go up a week prior to homecoming which is October 28, 1961.



Personnel Committee Report

1) Carole Clifford reported that the Union Board Council had their first meeting on October 3. Judy McComb, UBC Advisor, reported on the meeting. Homecoming decorations will be the first project of the Union Board Council.

2) Chairmanship approvals:

Motion K-1755 U-244  
Carole Clifford moved that the Board approve Patrick Mulcahy as Ad Agency Chairman.

Motion seconded and carried.

Motion K-1756 U-245  
Carole Clifford moved that the board approve Risa Kahn as Christmas Sing Chairman.

Motion seconded and carried.

Motion K-1757 U-246  
Carole Clifford moved that the board approve Jack Wartnick as UBC Advisor.

Motion seconded and carried.

Motion K-1758 U-247  
Carole Clifford moved that the board approve Audrey Johnson as Talent Associates Chairman.

Motion seconded and carried.

Carole reported that there are 29 chairmanships filled and 8 open. Board members should contact individuals to apply for these committee chairmanships.

3) Carole Clifford reported that the Leadership Seminar will be held on October 10 at 7:30 p.m. in Room 315. Board members should remind their chairmen to attend and as many committee members as possible should also attend. This is a requirement for them to receive their recognition cards at the end of the quarter. There will be an advanced seminar in a few weeks.

Program Committee Report

1) Vice President Cameron reminded the board members of their meetings with him on Thursday, October 5.

2) Jim Cameron reported that Count Basie had already been engaged before we had a chance to contact him.

Public Relations Committee Report:

- 1) Myra Shiff read through the WMMR Financial Report drawn up by the special Ad-hoc Committee which is as follows:

"In order that the finances of WMMR be placed on a more secure, and practical basis, the following will be put into effect:

- 1) The current state of WMMR'S finances will be determined by an audit of existing books, records, and contracts. Any auditing expenses will be paid out of WMMR funds.
- 2) WMMR will adopt a journal and ledger system of bookkeeping. The books will be kept up to date at all times by the WMMR Business Manager. These records shall be entirely distinct from any records kept in the Program Office and shall be kept on the basis of a July 1 - June 30 fiscal year. The stations financial records shall be made available at any time, upon request, to the UBOG Public Relations Committee. In addition, the station will submit monthly financial reports to the committee.
- 3) The Public Relations Committee must approve a quarterly and annual budget for the station within which the station is expected to operate. Any unforeseen expenditures not in the budget must be approved by the Public Relations Committee.
- 4) Realizing that the station is in constant need of revenue and that money received from commercial advertising comes in in a sporadic pattern, the Union Board will make the following provisions:
  - (a) It will, upon request from the WMMR station manager, "buy" any valid contract for its face value less salesman's commission out of the program budget.
  - (b) The money from such a contract when paid by the sponsor, will automatically revert to the Union Board program budget. Thus the station will be able to turn accounts receivable into current revenue as needed. In addition to discounting the amount the Board pays for a contract by the salesman's commission, the board maintains the right of further discounting it by an amount judged by the board equal to any collection expenses likely to be incurred.
- 5) If, after buying a given contract from WMMR, this contract is made invalid by reason of WMMR not living up to the terms stated within it, WMMR will repay the Union Board the amount of the loss incurred by such cancellation. If a contract is cancelled by an advertiser, the same procedure will apply.
- 6) In order to spur the sale of commercial time on the station, UBOG will extend similar courtesies to individual salesman as it does to the station as a whole under the following conditions:

- a) The salesman will receive the entire amount of commission, as determined by WMMR, as soon as a contract is duly processed, if he specifically requests it and signs a release giving up any later claim on such commission.
- b) The above will not apply to the commission from the first \$300 of an individual salesman's sales on behalf of the station. This amount will provide a cushion against contractile difficulties. From this amount withheld, any loss of commissions due to such complications will be deducted. A salesman will not receive any of this commission until all but \$300 of the money due from contracts he negotiated is in. As the final \$300 comes in, he will receive commission on it as it is received. If circumstances force the loss of commission beyond that covered by \$300, the salesman will reimburse the board.
- 7) The board strongly recommends that WMMR institute a "WMMR" renovation and depreciation fund, each year putting as close to \$500 into it as possible. If any renovation in excess of \$50 is to be done, it must come from this fund and it can only come from the fund with the permission of the Public Relations Committee. The fund should be such as to plan for future contingencies in the form of renovation which the station might reasonably anticipate.
- 8) This plan shall override any previous action taken by the board with respect to financial operations of WMMR. Loans should not be necessary under this setup. If WMMR feels it needs a loan, it must apply for special consideration from the Public Relations Committee, with detailed information on why it needs the loan and how it intends to repay it."

There was some discussion relating to salesmen's commission payments, collection and sale of contracts, and billing procedures.

Motion K-1759 U-248

Larry Leventhal moved that the board approve the WMMR Financial Report.

Motion seconded.

There was more discussion on the motion.

Motion K-1760 U-249

Jim Cameron moved to amend the motion to strike point 6 and refer it to the Public Relations Committee for further consideration.

Motion seconded.

Motion K-1760 to amend was carried.

Motion K-1759 as amended was carried.

- 2) Myra Shiff read a Communications Policy to the Board members. This had been passed by the Public Relations Committee and was brought up for the information of the board.
- 3) The State of the Union page will be published on Tuesday, October 17. All information on programs for the next few weeks should be given to Myra Shiff, as soon as possible.
- 4) Myra Shiff reported that the Ad Agency has a chairman now, but advertising orders should be placed in Myra Shiff's box for the time being.

#### Old Business

Bary Lazarus asked if the State of the Union "Committee Chairman of the Week" is going to be continued. This has not been decided upon as yet.

#### New Business

Jim Cameron brought up the idea of having an Open House on November 11 featuring different dances and entertainment. This was an idea that the board members should think about. In general, the board approved of the idea. The Program Committee will formulate some general plan and bring it to the board for approval.

#### Announcements

- 1) Ted Kaul announced that Shirley Clark will be the new Program Consultant and will start on Monday. She is a graduate of the University of Minnesota.
- 2) Mr. Getchell announced that Mr. Starr is attending the National Industrial Recreation Association Conference in Detroit.

The next board meeting will be held in Room 346 of Coffman Memorial Union on Wednesday, October 11, 1961.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

db

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

1960 - 61 ANNUAL PROGRAM BUDGET REPORT

AREA and COMMITTEE	ORIGINAL BUDGET	MID-YEAR ADJUST.	TOTAL INCOME	TOTAL EXPENSES	BALANCE
<u>Dance Area</u>					
Dance Instruction	0	\$200.00	\$843.25	\$1431.48	
Single Swing	0	0	1329.21	1067.10	262.11
Square Dance	0	100.00	943.75	1285.61	
Variety Dance	500.00	0	882.68	1219.59	163.09
<u>Fine Arts Area</u>					
Fine Arts Gallery	600.00	0	93.40	629.75	63.65
Focus	500.00	0	653.00	1175.33	
Art Craft Studio	500.00	0	54.00	395.05	158.95
<u>Games Area</u>					
Bowling	300.00	130.00	639.60	1025.42	44.18
Bridge-Chess	300.00	0	478.75	815.02	
Table Tennis	200.00	-130.00	0	33.50	36.50
Stag	0	250.00	109.00	388.10	
<u>Music Area</u>					
Coffman Musicals	300.00	-75.00	485.00	788.78	
Classics Corner	100.00	0	180.00	299.91	
Union Jazz Workshop	600.00	100.00	2941.73	4702.14	
Chamber Music	0	525.00	708.51	1264.95	
<u>Con Programs</u>					
Noon Varieties	1000.00	700.00	97.47	1931.34	
<u>Outings Area</u>					
Co-Rec	250.00	0	0	182.16	67.84
Outing Events	380.00	0	92.00	540.88	
Outing Equipment	500.00	0	136.20	258.75	377.45
Outing Instruction	150.00	0	150.00	166.25	133.75
<u>Social Skills</u>					
Charm	550.00	0	157.00	390.48	316.52
American-Foreign Students	200.00	0	0	357.70	
Graduate Students	100.00	580.00	0	478.69	201.31
Student-Faculty Relations	400.00	0	0	135.97	264.03
<u>Talent Development</u>					
Creative Society	600.00	-531.60	0	68.40	0
Talent Associates	300.00	300.00	147.25	771.65	
<u>Program Development</u>					
Program Expansion	3500.00	-619.64	0	2091.84	788.52
<u>Public Relations</u>					
Ad Agency	300.00	0	0	93.50	206.50
WMMR	0	0	6279.89	5172.01	*0
Public Relations	1000.00	0	1051.77	2205.94	
Brochures	300.00	0	0	70.01	229.99
Fee Statement Holders	200.00	-200.00	0	0	0
Gopher	400.00	-32.00	139.25	368.00	139.25
Union Movie	0	0	0	2535.95	
20th Anniversary Booklet	1400.00	-371.10	0	1028.90	0
20th Anniversary Program	0	704.35	122.00	826.35	0

AREA and COMMITTEE	ORIGINAL BUDGET	MID-YEAR ADJUST.	TOTAL INCOME	TOTAL EXPENSES	BALANCE
<u>Board Activities</u>					
Board Activities	\$1000.00	0	0	\$843.26	\$156.74
Personnel	600.00	0	0	552.05	47.95
Welcome Week	800.00	-91.18	0	708.82	0
Open House	300.00	-100.00	0	0	200.00
Big Ten Convention	300.00	0	220.00	567.13	-47.13
Merit Reception	850.00	0	0	797.63	52.37
Christmas Cards	75.00	-27.15	0	50.00	-22.15
Christmas Dec. & Party	200.00	-200.00	0	0	0
<u>Leadership &amp; Training</u>					
Union Board Council	0	0	235.29	250.04	-14.75
Leadership Seminars	100.00	-50.00	1.05	2.66	48.39
Fall Retreat	250.00	-29.93	50.00	270.07	0
Spring Retreat	100.00	0	0	60.75	39.25
Contingency Fund	500.00	0	0	500.00	0
<u>Program Administration</u>					
Supplies	700.00	0	215.03	710.99	204.04
Telephone	550.00	0	11.40	629.25	-79.25
Postage	250.00	0	204.10	223.00	231.10
Staff Travel	500.00	0	0	497.34	2.66
Equipment	600.00	0	6.80	632.02	-32.02
Miscellaneous	543.60	0	0	336.00	207.60
Staff Training	0	50.00	0	26.41	23.59
<u>Special Events</u>					
Homecoming Dance	0	0	6434.02	5215.03	1218.99
Christmas Semi-Formal	0	-15.88	717.50	682.57	19.05
Christmas Sing	175.00	-73.42	0	81.38	20.20
Creative Arts Festival	1500.00	0	0	919.31	580.69
Ski Train	0	454.55	2291.12	2745.67	0
Revolving Fund	0	-365.25	1253.92	0	888.67
Summer Session	3600.00	0	1373.15	4063.31	909.84
<b>TOTALS</b>	<b>\$28,923.60</b>	<b>1181.75</b>	<b>31,726.09</b>	<b>57,561.19</b>	<b>3164.37</b>

\* WMMR had a balance of \$1107.88 which is to be used for their operations during 1961-62.

10/2/61  
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UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

October 11, 1961

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Meeting
    - 2) Pictures
    - 3)
  - B. House and Finance Committee
    - 1) Moe Room
    - 2) Shelter or Rathskeller?
    - 3) Water Valve
    - 4) Elevators
    - 5) Fire
    - 6) Type, Ditto
    - 7) Money
    - 8) Graduate Student Forum
  - C. Personnel Committee
    - 1) Chairmanship Approvals
    - 2) Leadership Seminar
    - 3) Coke Hour
    - 4) Committee Chairman Workshops
    - 5) UBC
  - D. Public Relations Committee
    - 1) Ad Agency
    - 2)
    - 3)
  - E. Program Committee
    - 1) Co-Sponsorships
    - 2) Ewan McCall Concert
    - 3) Event Reports
    - 4) Open House
    - 5) Announcements
- III. Old Business
- IV. New Business
  - A. Orientation Commission Representative
  - B. Region VII Conference at St. Olaf
  - C. Feature Movie Committee
- V. Announcements
  - A. Dinner Meeting
  - B.
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of October 11, 1961

Members Present:

Kay Balzer, Jim Cameron, Karen Cravens, Barry Lazarus, Larry Levenhal, Ron Moe, Karen Poulson, Karen Quam, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. E. L. Thomas, Dr. Donald Zander, Mr. Edwin Braman

Members Absent:

Carole Clifford, Jane Rohrer, Myra Shiff

Others Present:

Mr. Ted Kaul, Acting Program Director; Mrs. Shirley Clark, Program Consultant; Ames Johnson, Student-Faculty Committee; Chuck Tremana - Vice-Chairman of Union Board Council.

The meeting was called to order at 6:40 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) President Moe explained that the Executive Committee has not met yet this quarter, but a meeting will be arranged soon.
- 2) Since the board decided to have new pictures taken two weeks ago, Ron Moe has looked into the possibility of having the University Photo Lab take these pictures. There are two choices:
  - a) two or three pictures taken, they select proof, no retouching done, one 8" by 10" glossy print - \$3.45 each or \$65.55 total
  - b) two or three pictures taken, we select proof, retouching done, one 8" by 10" glossy print - \$4.45 each or \$84.55 total

President Moe recommended that the board have someone from our department take our pictures over again, because of the large expense involved by using the services of the University Photo Lab.

Personnel Committee Report

- 1) Chairmanship approvals.

Motion K-1761 U-238

Karen Quam moved that the board approve Karen Johnson for Single Swing Chairman.

Motion seconded and carried.



- 2) Karen Quam reported that the Personnel Committee discussed the Coke Hours at their last meeting. The last two Coke Hours have been poorly attended, so the next scheduled Coke Hour is cancelled. The Personnel Committee feels that something has to be done to make the board members and others more enthusiastic about these Coke Hours. Starting in two weeks there will be a planned program presented at each Coke Hour. Kathy Wagnild felt that the Coke Hours should be changed to 3:30 p.m. because of classes.
- 3) Karen Quam reported that last year a committee chairman workshop was discussed. Chairmen could get together to discuss their problems among themselves. There will be a chairman's workshop on Tuesday, October 24, at 2:30 p.m. The Advanced Leadership Seminar will be the first program. On November 6, the Art Craft Studio Chairman, Sharon Chernoff, will give a talk on posters. On November 20, there will be a talk on Program Polishing and Evaluation. A brochure will be made up about the workshops. Invitations will be sent to the chairmen.
- 4) Karen Quam reported that the Union Board Council has elected its officers for Fall Quarter. The chairman is Tim Nixon, Vice-Chairman - Chuck Tremann, and Secretary - Kathy Hamer. The Council is working on its Homecoming plans.

#### Public Relations Committee Report

- 1) President Moe reported for the Public Relations Chairman. Dave Herman, Station Manager of WMMR told the Public Relations Committee about the programming WMMR plans when they go on the air. WMMR is publishing a program guide which will be placed in the mail boxes of the dormitory residents each month. WMMR has decided not to play any "rock and roll" on the station. There has been an agreement made with WTCN radio whereby WMMR would provide them with spot opinions from different University staff and faculty members. WTCN may in turn contribute some electrical equipment to WMMR. A proposal was made by WTCN, but this has not been put into effect.
- 2) The Public Relations Committee members discussed No. 6 of WMMR's budget proposal concerning salesmen. The Committee has decided to take two steps: with respect to collection of contracts - although the University does not check credit ratings, some student organizations do. The Daily has a Blue Book system they use for credit ratings of advertisers. WMMR may be able to have access to this book. They then will be able to check businesses when they want to buy advertising contracts. Contracts will first have to be approved by the Business Manager of WMMR before they are sent through the University. Regarding salesmen's commissions: When a salesman sells a contract, he will get 50% of his commission. When the money comes in from the contract, he will receive the rest of his commission. This policy was approved by the Public Relations Committee.

Motion K-1762 U. 239

Dr. Zander moved that Item 6 of the WMMR budget proposal be deleted and the following put in its place:

- 1) WMMR will check credit ratings of businesses before they sign a contract and send it on for University approval.
- 2) Salesmen will get 50% of their commission when a contract is made and 50% when the money for a contract is collected.

Motion seconded.

Mr. Starr strongly objected to the motion as he felt it was unwise. Mr. Starr pointed out that when the station first went commercial, there were very few unpaid contracts, but during these last few years, there have been many businesses who have not paid. Thinking in these terms, the payment of a commission before the contract has been paid would be foolish.

Mr. Braman felt that the different firms holding contracts should be billed once a month, instead of once a quarter or once a year. He also felt that the salesmen should not be paid their commission until the contracts have been paid.

Larry Leventhal stated that many of these salesmen need this commission to get through school; it would make it very hard for them if they had to wait a long period of time to get their commission. The salesmen may also lose their incentive if they don't get their commission until the contract is collected, usually much later.

Motion K-1763 U-240

Barry Lazarus moved that the board table consideration of Section 6 of the WMMR budget proposal until it can be reviewed by the Public Relations Committee again. It will be brought back to the board next week.

Motion seconded and carried.

- 3) Ron Moe reported that the Public Relations committee approved \$175 to be spent for 2 turntables for the auto-programmer for WMMR. A \$127 expense was approved for a one-month contract for the United Press Teletype. This is needed for the station's news section.

President Moe introduced the board members and guests.

#### House and Finance Committee Report

- 1) Construction has started on the student offices in the basement.  
(Moe Area)
- 2) Mr. Starr explained some of the details of the plans for the excavation of the ground beneath the cafeteria. Suggestions for the use of this area after it is completed were: Storage area for outings equipment, additional commuter space, a room with atmosphere where students can spend their spare time on weekends and late evenings.

Dr. LaBerge felt that a room that doesn't resemble a classroom in any way where the students could relax would be the best idea. The board members also felt that this would be a good idea. Another idea for the use of this area was for typewriters to be used by students.

- 3) Karen Cravens reported that a water valve broke in Mr. Starr's office during the House and Finance Committee meeting, but was repaired immediately.
- 4) Karen reported that the elevators will be painted as soon as possible.
- 5) Karen Cravens suggested that the two fireplaces in the Main Lounge which are never used, be started when cold weather comes.
- 6) The House and Finance Committee is considering and looking into typewriters and ditto equipment that could be placed in the Art Craft Studio for student organisations to use. Jim Cameron suggested that a mimeograph machine also be considered.

Mr. Starr explained that students and staff should take advantage of the University Printing Department when possible.

- 7) Karen reported that the House and Finance Committee is going over the financial report that has just come out. This includes finances for the year June 1960 to June 1961. There was a question on the vending machines in the North Star Room and the corridors on the ground floor which are handled by Food Service. The Department of Student Unions does not receive any income from these machines.
- 8) The House and Finance Committee approved a Graduate Student Forum on Friday, October 13, from 10:30 until 12:00 midnight in the Main Lounge.

#### Program Committee Report

- 1) Co-sponsorship approvals:

Motion K-1764 U-241

Jim Cameron moved that the board approve a co-sponsorship between the American-Foreign Students Committee and the International Relations Club for a coffee hour on October 17 from 3:00 until 4:30 p.m. in the Women's Lounge.

Motion seconded and carried.

Motion K-1765 U-242

Jim Cameron moved that the board approve a co-sponsorship between Variety Dance and the Cheerleaders for a pepdance on October 6, 1961, in the Main Ballroom from 9 p.m. until 1 a.m.

Motion seconded and carried.

- 2) Jim Cameron explained that the Ewan McCall - Peggy Seeger Concert sponsored by the Music Area and the Student Peace Union will go on without Ewan McCall since he wasn't granted a visa to come into this country.
- 3) Vice President Cameron stated that the Area Directors and, or chairmen have not handed in their event reports. In the future these reports should be handed in within 48 hours after the event has taken place.
- 4) Jim Cameron reported that the Program Committee has decided on what some of the events for the Open House will be. Each event will be handled by a different area. Following are the events and the committee in charge of them:
  - a) Bonus - House and Finance
  - b) Dance, Main Ballroom - Social Area
  - c) Concert, Main Ballroom - Topics Area
  - d) Bowling, Billiards, and Table Tennis - Recreation Area
  - e) Jazz Concert and Jazz Session - Music Area
  - f) Special Attraction, Main Lounge - Variety Area
  - g) Advance Ticket Sales - Union Board Council
  - h) Coordination and Door Prize - Program Committee and Special Events Area
  - i) Publicity - Public Relations Area
  - j) Recruitment Booth - Personnel Area
  - k) Ticket Printing - Graduate Area
  - l) Square Dance - Social Area

This Open House will take place on November 11 from 8:00 p.m. until 1:00 or 2:00 a.m.

Tickets with stubs will be sold for \$1.00 for the different events.

Board members were asked to think of a name for this program and put a note in Jim Cameron's box.

Motion K-1766 U-243

Barry Lazarus moved that this program be named Unithon.

Motion seconded and carried.

Mr. Starr raised the question of the door prize and if they were going to give one, to make it something worthwhile.

The board members liked the idea.

Jim Cameron explained that a booking agency has asked the board members to indicate what type of entertainers they would like them to send for a possible booking. Board members filled out a questionnaire indicating their choices.

Old Business

- 1) Jim Cameron wanted to hear more suggestions for a name for the Open House on November 11. He stated that everyone will be expected to have their committee people work on taking stubs of tickets for these different events. All board members will be expected to be hosts and hostesses for this program.

#### New Business

- 1) President Moe reported that the Orientation Commission plans to hold its first meeting on October 29. Ron asked for representatives from the board to work on planning next year's orientation and evaluation of last year's program.
- 2) President Moe reported that the Region VII Conference will be meeting on the 10th and 11th of November in the new Union Building at St. Olaf College. Anyone from the board should let Ron Moe know if they are interested in attending. It starts on a Friday night and ends Saturday Noon.
- 3) Ron Moe explained that a committee has been set up to investigate the possibilities of showing feature length movies here at the Union. If there is an indication that enough students would like this type of a program, there may be a possibility that movies can be shown. Some of the Unions in the Big Ten show feature length movies every Sunday night. This is a big attraction and has a high attendance record. The Committee has representatives from the Minnesota Student Association and anyone interested from the Union Board may sign up. A question was raised as to whether the University administration would change their view point on movies. Mr. Starr replied that they had on some occasions, but it was doubtful.

#### Announcements

- 1) President Moe stated that there will be a dinner before the board meeting next week. Board members will be informed as to the time and room.

Mr. Starr stated that the Union Board of Governors has been invited to the Village Union for a lunch next week. It was felt that next Wednesday would be an inconvenient time to meet at the Village Union.

The names of several people were given to Mr. Starr as guests for board meetings.

Mr. Starr commented that no Daily reporter has been at the Union Board meetings for the last two weeks.

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

October 18, 1961

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) C.E.E.F.F.S.C.U.
    - 3) Region 7 Conference
    - 4) Resignation
    - 5) Beagle Committee
    - 6) Board pictures
    - 7) Absences
  - B. House and Finance Committee
    - 1) Dirt Room
    - 2) Fireplaces
    - 3) Budget
    - 4) Dittos
    - 5) House Rules Exception
    - 6) Vending Machines
  - C. Personnel Committee
    - 1) Chairmanship Approvals
    - 2) Chairman Workshop
    - 3) Coke Hour Time
    - 4) Chairmanships that are open
    - 5) UBOG OFFICE as a meeting place
  - D. Public Relations Committee
    - 1) Ad Agency
    - 2) WMMR
    - 3) Showcase
    - 4) Film
    - 5) State of the Union Page
  - E. Program Committee
    - 1) Co-sponsorships
    - 2) Open House
    - 3) Results of Board Poll
    - 4) Homecoming Report - Kathy Dibble
    - 5) Announcements
- III. Old Business
  - A. Point #6 - WMMR
  - B. Vending Machine Policy
- IV. New Business
  - A.
- V. Announcements
  - A.
- VI. Ad tournament.

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of October 18, 1961

Members Present:

Kay Balzer, Jim Cameron, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Karen Quam, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. Donald Zander, Mr. Edwin Braman

Members Absent:

Dr. E. L. Thomas

Others Present:

Professor Shozo Shinohara, Dean Yuzaburo Kuramoto, Mr. Ted Kaul - Acting Program Director, Mr. Tom Olson, President - MSA, Kathy Dibble - Chairman of Homecoming Dance, Mr. Dick Jacobi - Daily Reporter, Donna Brown

The meeting was called to order at 7:05 p.m. in Room 346 of Coffman Memorial Union.

Jane Rohrer was present at the last meeting; minutes corrected and approved.

Executive Committee Report

- 1) President Moe introduced the members of the board and the guests. Professor Shozo Shinohara is from Hokkaido University in Sapporo, Japan; Dean Yuzaburo Kuramoto is the Assistant Dean of Students, and the Director of the Clark Memorial Student Center at the University of Hokkaido.
- 2) President Moe announced that the Committee for the Enhancement and Enrichment of Feature Film Showing in Coffman Union is now organized. The members are Jim Cameron, Kay Balzer, Larry Leventhal, Jim Tremann, Ron Moe, and four people from the Minnesota Student Association.
- 3) The Region VII Conference agenda, which is in the folders, should be reviewed by the board members. Those interested in attending should contact Ron Moe. Any number of delegates are allowed to attend this conference. Room arrangements for Friday night will be taken care of. More information will come out on registration, etc. The registration fee of \$8.00 per delegate will be taken care of by the Union and transportation isn't a problem since St. Olaf College is only a short distance from here.
- 4) President Moe announced that Carole Clifford has resigned from the Union Board of Governors. The Executive Committee has decided that the position of Personnel standing committee chairman will be filled by someone now on the board. Interviews for this position will be held after the board meeting tonight. The position left open by the reassignment will be filled from applications open to the campus. President Moe read the letter he sent to Carole Clifford to the board members. A staff-board conference should be held to review Carole's suggestions.

- 6) President Moe announced that Jim Cameron will take the pictures of the board members. A room will be set up and board members will be notified as to when their appointments will be.
- 7) President Moe read the section of the by-laws regarding absences. Only two absences which are unexcused are allowed during a year for official board meetings.

#### Public Relations Committee Report

- 1) Point #6 of the WMMR proposal was discussed.

Motion K-1767 U-229

Myra Shiff moved that Point #6 of the WMMR proposal read as follows:

- a) WMMR will check credit ratings of businesses buying contracts.
- b) Businesses will be billed quarterly.
- c) Salesmen will collect their commissions after the account is paid.
- d) Salesmen will receive a straight 15% commission on all sales.

Motion seconded.

Jim Cameron felt that the businesses should be billed monthly instead of quarterly. This would be very impractical since the University policy for billing is quarterly and the WMMR bookkeeping system is on a quarterly basis. Regarding credit checking, an arrangement will be made with some student organization so that we can have access to their credit ratings. The Public Relations Committee will investigate the possibility of changing the billing procedure on the contracts.

Dr. Zander withdrew Motion K-1762

Motion K-1767 carried.

- 1a) Myra Shiff reported that the Ad Agency is now functioning. A three-page information sheet will come out in the next few days regarding the Ad Agency. Board members should inform their chairmen that ads are to be sent to the Ad Agency. Deadlines should be honored.
- 3) Myra Shiff reminded the board members that showcase #3 is open for use by any committee needing publicity for a coming event.
- 4) The film is cancelled until next week.
- 5) The State of the Union Page came out on Wednesday, October 13. Myra encouraged board members to make comments or criticisms regarding this page.



### Program Committee Report

- 1) Co-sponsorships. Jim Cameron reported that the Program Committee approved a co-sponsorship between the UBOG Art Craft Studio Committee and the Twin Cities Area Council of Camera Clubs for a Photo Fair from 2 p.m. until 10 p.m. in the Main Ballroom and the Fine Arts Gallery with a banquet in the Junior Ballroom on Sunday November 5, 1961.
- 2) Vice President Cameron stated that Open House will be discussed following this meeting.
- 3) Jim Cameron read the results of the poll taken at the board meeting last week regarding entertainment that may be brought to the Union.
- 4) Kathy Dibble gave a short report on the progress of the Homecoming Committee. The Union Board Council is decorating the Main Floor. 300 tickets have been sold so far. If the dance is a sellout, it will be publicized as so because there will be no need for more students to come if tickets aren't available at the door. Someone from WMMR will MC that night. Several recommendations are drawn up for next year's Homecoming Committee. Barry Lazarus stated that there will be a Homecoming Bridge Tournament on October 26 beginning at 3:30 p.m.
- 5) Vice President Cameron congratulated some of the board members for their excellent work on their programs.

### House and Finance Committee Report

- 1) Karen Cravens reported that the plans for excavation beneath the cafeteria have been sent back to the Physical Plant for more consideration with the idea that this area would be used mostly for more computer space and outings equipment. The biggest problem is finding a second entrance for this area.
- 2) Karen reported that the fireplaces in the Main Lounge will be lighted on November 27.
- 3) In the board folders are copies of the budget for the fiscal year July 1960 - June 30, 1961. This is a supplement to one that was approved last Spring. Some of the items were discussed.

There was a comment on the color of the elevators. It seems to clash with the doors which are not painted yet.

- 4) It seems that the Art Craft Studio has been selected as the place for the ditto machine to be bought, for student use. Arrangements will be made for the students to buy paper, dittos, and machine fluid.

5) House rules exception.

Motion K-1768

U-230

Karen Cravens moved that a house rules exception be approved for the Focus Committee to hold a program on Survival with a speaker in the Men's Lounge at 1:30 on Tuesday, October 24.

Motion seconded.

President Moe felt that this should be thought over carefully since many students usually use this lounge that early in the day. Larry Loventhal asked why this program is being held in that room. The Committee has asked for that room and they felt that any students using the lounge at the time of the program could just stay to hear the speaker.

Motion carried.

Motion K-1769

U-231

Jim Cameron moved that an exception to the house rules be approved for an after-concert coffee hour to be held in the Men's Lounge on Friday at 10:30 p.m.

Motion seconded and carried.

Karen Cravens asked that these matters be brought to the House and Finance Committee instead of the board.

6) Karen Cravens read the proposed vending machine policy.

Motion K-1770

U-232

Karen Cravens moved that the following policy on vending machines be approved:

"For the last twenty years, since Coffman Memorial Union was built, the University Food Service has controlled and maintained certain parts of the building. These are the Cafeteria, Grill, and Gopherette. The Union Board of Governors receives no income from the Food Service areas, as do other unions in the Big Ten.

Within the last two years, Food Service has installed a number of vending machines in the basement foyer outside the Cafeteria, in the Ski-U-Mah room, and in the North Star room. Food Service owns these machines and collects any profits from them.

The Union Board of Governors recognizes that these machines provide an important service to students.

However,

- 1) because these machines are partially supported by the Union, which provides heat, light, and janitorial services, and
- 2) because these machines cut deeply into the profits of the Union's candy and cigarette sales,

the Union Board of Governors requests that the Union receive a fair share of the net profits of any vending machine located in areas of Coffman Memorial Union which are maintained by the Union Board of Governors."

Motion seconded.

This policy will be sent to Mr. Felber, the Director of University Food Services, Mr. Vern Carlson, Director of University Services, and Mr. Willey, Academic Vice President, if it is passed.

It was pointed out that the Food Service is in charge of other parts of the building besides the Cafeteria, the Grill, and the Gopherette. Dr. LaBerge asked when the vending machines first were installed. The machines in the North Star Room were installed in the last two years. Some machines have been here five or six years. Last Spring the problem was enhanced because of the candy and cigarette machines installed. An Ad-hoc committee was set up last Spring to study the problem. Dr. LaBerge favored the idea of the Union receiving 100% of the profits. Since the vending machines are owned by Food Service, this would not be feasible. Also, Food Service fills the machines with their own food which we, of course, couldn't do.

Motion K-1771 - U-233

It was moved that this proposal be referred back to the House and Finance Committee for further consideration.

Motion seconded.

Mr. Starr wanted to know exactly what the board members expected to receive after the problem is solved.

Barry Lazarus felt that this proposal should be presented to Food Service as it now reads to see what they think of the idea.

Jim Cameron thought that Mr. Felber should be invited to a meeting to discuss this problem.

These machines are stocked by a University Employee who is a member of the Food Service staff.

Dr. LaBerge felt that action should be taken at this meeting.

Question was moved, no second.

Motion K-1771 fails

Motion K-1772 - U-234

Karen Cravens moved to amend Motion K-1770 to read "These are the Cafeteria, Grill, Gopherette, and dining facilities on the third floor of Coffman Memorial Union". This is in the second sentence, first paragraph of the proposal.

Motion seconded and carried.

Jim Cameron suggested more wording changes. He felt that the proposal should state that we have been aware of the problem for a long time, but the vending machines installed last Spring decreased Union income therefore making the problem increasingly difficult.

Mr. Starr suggested that a letter be sent to Food Service along with the proposal.

Question was called.

Motion K-1770 as amended was carried.

The House and Finance Committee will try to implement this policy by negotiation with the Food Service.

#### Personnel Committee Report

##### 1) Chairmanship Approvals.

Motion K-1772 U-235

Kay Balzer moved that the board approve Shelly Ostlund as chairman of the Art Craft Studio Committee.

Motion seconded and passed.

2) Kay Balzer reported that the Chairmanship Workshop will be held next Tuesday, October 24, in Room 320 from 2:30 until 4:30 p.m. This is for the benefit of all the chairmen. This is an Advanced Leadership Seminar conducted by Lynn Ye and Ted Kaul. All chairmen are required to attend.

3) Kay Balzer reported that the next Coke Hour has been cancelled because of a disagreement on time, etc. There are more classes on Mondays, Wednesdays, and Fridays, so Tuesdays and Thursdays will be considered.

4) Kay reported that the following chairmanships are open: All three under the Graduate Area, Table Tennis and Billiards, Summer Programs, Personnel Bureau, Public Relation Bureau, and Outings Instruction.

5) Kay Balzer reminded the board members that the UBOG office is not a place for meetings to be held.

#### Old Business

1) Point #6 of the WMMR proposal was taken up under Public Relations.

2) Jim Cameron inquired as to the possibility of getting a name plate for his chair.

Motion K-1774 U-236

Dr. David LaBerge moved to reconsider the Vending Machine Policy

Motion seconded

Dr. LaBerge felt that if the words "A fair share" in the last sentence of the proposal are left in, we are apt to receive less than we want. He proposed that under "However" a third statement be added to clarify this.

Motion carried.

Tom Olson suggested that something should be said about the fact that the Union Board of Governors was never consulted when these machines were installed be put in the proposal.

Motion K-1775 U-237

Dr. LaBerge moved that Motion K-1770 contain a third statement under "However": "Because the vending machines are in areas belonging to the Union, the UBOG requests that they take over the operation of all vending machines located in Coffman Memorial Union." Also, at the end of the second paragraph this sentence be added: "These machines were installed prior to any consultation with or approval of the Union Board of Governors".

Motion K-1775 contains two amendments to Motion K-1770. It was carried.

#### New Business

None

#### Announcements

- 1) Mr. Starr said that we can be proud that our two visitors from Japan came to this Union to visit. The University of Utah, Wisconsin, Michigan, and New York will be other places they will visit.
- 2) Mr. Starr stated that he will be attending a Big Ten Directors' meeting this weekend. He asked for suggestions for the agenda for the meeting.
- 3) A meeting to discuss the suggestions made by Carole Clifford was brought up. It was suggested that there be a meeting this Saturday, but many board members have to work. Jim Cameron extended an invitation to the board members to hold a meeting on a houseboat on the St. Croix River. Mr. Starr invited board members to his home next Wednesday night. It was agreed to meet at Mr. Starr's home for the next meeting.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

UNIVERSITY OF MINNESOTA  
 Department of Student Unions  
 Coffman Memorial Union

Summary of Income and Expenditures  
 July 1, 1960 through June 30, 1961

Schedule I

<u>Income</u>	<u>1960-1961</u>	<u>1959-1960</u>
Student Fees	340,225.13	325,639.64
Ballroom and Room Service	13,439.67	10,314.81
Program Admissions	24,511.84	24,316.81
Artercraft Studio	2,789.66	3,761.70
Billiard Room	71,193.64	75,777.20
Bowling Lanes	76,890.00	78,886.22
Village Union	<u>12,487.31</u>	<u>12,001.16</u>
TOTAL	541,537.25	530,697.54
Rental from Barber Shop, Beauty Shop & Bookstore	<u>9,169.60</u>	<u>6,894.15</u>
TOTAL INCOME	550,706.85	537,591.69
<u>Expense</u>		
Administration	79,269.66	75,981.76
Program	81,915.97	84,322.51
Maintenance	123,983.80	127,392.63
Artercraft Studio	13,449.30	13,586.82
Billiard Room	61,178.35	61,368.72
Bowling Lanes	59,429.08	59,318.70
Village Union	<u>24,319.94</u>	<u>25,544.55</u>
TOTAL EXPENSE	<u>443,546.10</u>	<u>447,515.69</u>
On requisition	2,102.96	5,901.44
Debt Services-St. Paul Union	32,060.76	32,060.76
Renovation	<u>72,997.03</u>	<u>52,113.80</u>
Total Expense	550,706.85	537,591.69

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

October 25, 1961

- I. House and Finance Committee
  - a) Stay late policy
  - b) Game Room
  - c) Vending Machine Policy
  - d) Silent Movies
- II. Public Relations Committee
  
- III. Executive Committee
  - a) Introductions
  - b) Reassignment
  - c) Region VII
  
- IV. Personnel Committee - Barry Lazarus
  - a)
  - b)
  - c)
  
- V. Program Committee
  - a) Co-sponsorship
  - b) Open House Prizes

Discussion

- 1) Graduate Area
- 2) Area Director Responsibility

db

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of October 25, 1961

Members Present:

Kay Balzer, Jim Cameron, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Mr. Walfred Pedersen, Mr. Gordon L. Starr

Members Absent:

Karen Quam, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Dr. E. L. Thomas, Dr. Donald Zander, Mr. Edwin Braman

Others Present:

Mrs. Starr, Mr. Paul Larson, Director of St. Paul Student Center, Mr. Ted Kaul, Acting Program Director, Mrs. Shirley Clark, Program Consultant, Miss Judy Mitera, Union Board Council, Mr. Don Paskewitz, UBC, Mr. Ronald Bell, UBC

The meeting was called to order at 7:40 p.m. at Mr. Starr's home.

The minutes of the last meeting were corrected as follows: Motion K-1775 should read: "Dr. LaBerge moved that Motion K-1770 contain a third statement under 'However': "Because the vending machines are in areas belonging to the Union, the UEOG requests that they take over the operation of all vending machines located in areas maintained by Coffman Memorial Union Board of Governors." Also, at the end of the second paragraph this sentence be added: "These machines were installed prior to any consultation with or approval of the Union Board of Governors"

Minutes approved as corrected.

Executive Committee Report:

- 1) President Moe introduced board members and guests.
- 2) President Moe reported that filings will be open for a union board member who will be the Recreation Area Director. Filings will close on Friday, November 3, with appointment of the new person being made November 7.
- 3) President Moe called on Mr. Paul Larson, Director of the St. Paul Student Center, who is the regional representative of the Association of College Unions, to give more information on the forthcoming regional meeting. Mr. Larson passed out the program for the coming conference and pointed out that the first regional meeting in this country was held in Coffman Memorial Union a number of years ago. Since that time we have doubled the number of colleges attending in this region. The regional conference is student orientated, directed, and operated. Student delegates going should think in terms of "What Can I Do For My Union". UBOG delegates can lend their assistance, but they need to generalize as much as possible to help



others. Mr. Larson gave an example of how he had prepared a manual on services to find that it was almost duplicated by the University of North Dakota. The manual took years of experience to develop whereas North Dakota extracted the things usable to them and thereby gained considerably by receiving this manual at the conference. Mr. Larson pointed out that in addition to the conference program, delegates would have a chance to hear the famous St. Olaf Choir. Usually they do not perform this early in the season, but they were making an exception for the conference. Max Morath, ragtime pianist, will also be there for the entertainment.

Mr. Starr raised the question of the ACU insignia which was on the program. This insignia has been adopted by the ACU and was described in a past issue of the ACU bulletin.

Jim Cameron reminded the board that the Open House will be held on the evening of Saturday, November 11. The conference will be closing with a luncheon at 12 noon on Saturday.

#### House and Finance Committee Report

- 1) Chairman Karen Cravens reported that the House and Finance Committee was considering some method of having a late pass for MSA and WMFR students for occasions when the building closes at 10:00 so that they could remain in the building until 12 or 12:30 a.m. Such a pass would aid the custodial men in knowing who has such permission.
- 2) The House and Finance Committee approved the use of the Game Room for a duplicate Bridge Tournament with the Homecoming Committee.
- 3) A letter is being prepared to be sent to Mr. Lunden, Mr. Willey, Mr. Carlson, and Mr. Felber in regards to the action taken by the board regarding vending machines.
- 4) Karen Cravens reported that the House and Finance Committee has secured some silent movies as their part for the Open House.

#### Public Relations Committee Report

No report.

#### Personnel Committee Report

- 1) Barry Lazarus, Chairman of the Personnel Committee, stated that the board must face the problem of personnel, and that cooperation of the entire board is needed.

#### Program Committee Report

- 1) Jim Cameron, Program Committee Chairman, announced that the Open House would be named Unithon.
- 2) The Program Committee approved a co-sponsorship between the Bridge Committee and the Homecoming Committee.

- 3) The Program Committee approved a list of prizes for the Open House which are as follows:

first ----- R.C.A. Mark XIV Stereo and two records  
second ----- R.C.A. Mark XVIII Stereo and one record  
third ----- R.C.A. Portable Stereo and one record  
fourth ----- R.C.A. Transistor Clock Radio "The Tuneclair"  
fifth ----- R.C.A. Transistor Radio with case, earphone, and battery  
sixth - twenty R.C.A. record albums

#### Old Business

- 1) It was announced that Kathy Wagnild wants information on Orientation and Welcome Week. Suggestions were made for next year's planning.

#### New Business

- 1) There was informal discussion of the Graduate Areas and area directors' responsibilities following the regular business meeting.

#### Announcements

- 1) Larry Leventhal announced that Talent Associates would be auditioning next Wednesday afternoon. Refreshments will be served. All board members are welcome.
- 2) Ted Kaul, Acting Program Director reported that the Single Swing and Variety Dance Committees will have a special feature next Wednesday night - the Tommy Dorsey band with Sam Doname directing. They have been able to secure this fifteen piece band at a reasonable price because of an open traveling date. Everyone coming to the Homecoming Dance will be presented with a card which will give them a 50¢ deduction on the price of the special feature dance. The regular charge for this dance will be \$1.00 without this card.
- 3) Jane Rohrer announced that the Music Committee will be putting on a series of seven Kaffee Konzerts. These consist of a presentation of chamber music and will be held from 11:30 until 1:30 in the Main Ballroom. This program is in cooperation with the Department of Concerts and Lectures and the University Music Department. The first one will be held this coming Monday, October 30, and will have a German setting. Tables will be set up so the students may eat bag lunches. Coffee will be served without cost to the students. The local musicians' union is cooperating through the Musicians' Trust Fund to provide for the musicians. A brochure will be given to each student as he comes in the door so that the program and setting will be understood.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

November 1, 1961

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Region VII
    - 2) Myra Shiff
    - 3)
  - B. House and Finance Committee
    - 1) Exception to House Rules
    - 2) Moe Area
    - 3) Vending Machine Policy
    - 4) Outside Lighting of Coffman Union
  - C. Personnel Committee
    - 1) Chairman ship approval
    - 2) Evaluation sheets
    - 3)
    - 4)
  - D. Public Relations Committee  
(No report)
  - E. Program Committee
    - 1) Co-sponsorships
    - 2) Christmas Semi-formal
    - 3) Homecoming
    - 4) "Unithon"
    - 5) Announcements
- III. Old Business
  - A. Ditto machine for student use
  - B.
- IV. New Business
  - A. Signature of routine forms
  - B.
- V. Announcements
  - A.
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 1, 1961

Members Present:

Kay Balzer, Jim Cameron, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Karen Quam, Jane Rohrer, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Gordon L. Starr, Dr. E. L. Thomas, Dr. Donald R. Zander

Members Absent:

Karen Cravens, Myra Shiff, Mr. Walfred Pedersen, Mr. Edwin Braman

Others Present:

Mr. Ted Kaul - Acting Program Director, Mr. Robert Bossman - Union Board Council, Mr. Chuck Tremann - Union Board Council, Mr. Erik Erickson, Miss Marie Vogel - Daily Reporter, Mrs. Pat Kay, Miss Donna Brown

The meeting was called to order at 7:10 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) President Moe reported that he and Jane Rohrer will be going to the Region VII Conference at St. Olaf College. Ted Kaul and Diane McCleary from the program staff, three members of the Union Board Council, and one UBC Advisor will also be attending the conference.
- 2) President Moe reported that Myra Shiff is ill and will be unable to perform her duties for at least a month. Ron asked for volunteers to take over part of her routine duties so that the Public Relations Area does not fall behind because of her absence.

House and Finance Committee Report

- 1) Jane Rohrer stated that there were two exceptions to the house rules passed at the committee meeting. One was to have the After Symphony Coffee Hours for the Graduate Area approved for the rest of the quarter. The other is a reservation change of date for the Women's Lounge for an educational conference.
- 2) Jane Rohrer reported that the Moe Area is coming along very well. Letters are being sent to all of the organizations informing them of this new area. Every organization that has an office in the Union will be asked to reapply for office space.
- 3) Jane Rohrer reported that the Vending Machine Policy is being rewritten. A letter is being written to Mr. Starr who will refer it to the proper people.

- 4) Outside lighting of the Union was discussed at the last House and Finance committee meeting. Jane Rohrer asked for any comments on this issue to be directed to someone on the House and Finance Committee.

President Moe introduced the board members and guests.

Persennel Committee Report

- 1) Chairmanship Approval

*U-218*  
Motion K-1776

Barry Lazarus moved that Donald Schiff be approved as the Bridge Committee Chairman.

Motion seconded and carried.

- 2) Barry Lazarus reminded the board that evaluation sheets have to be filled out by board members for their chairman and by chairmen for their committee members by the end of this quarter. Barry asked that the board members put a little more thought into these evaluations than has been done in previous years. A basis by which to judge these people should be decided upon.

Barry reported that there are still chairmanship openings to be filled. Board members should help recruit new people to fill these positions.

The new board member will be chosen on Wednesday, November 8, at 3.30 p.m. The room will be announced at a later date. Evaluation sheets will be discussed at this time. Any board members may attend this meeting.

Program Committee Report

- 1) Co-Sponsorships

*U-219*  
Motion K-1777

Jim Cameron moved that a co-sponsorship be approved between the American-Foreign Students and the Arab-American Club for a panel discussion and movie on November 3, 1961, from 7:30 until 10:00 p.m. in the Men's Lounge.

Motion seconded.

Barry Lazarus questioned this co-sponsorship because he felt that the Union seems to be endorsing the Algerian Revolution which this program is celebrating.

Mr. Starr stated that the board should investigate the type of co-sponsorships it approves. We may not be in sympathy with the organization we are co-sponsoring a program with, but the fact that we are co-sponsoring would mean to many people that we are in favor of the organization and their ideas.

Question was called.

Motion K-1777 carried

U-220  
Motion K-1778

Jim Cameron moved that a co-sponsorship be approved between the Noon Programs Committee and the Campus Chest for a movie and cartoons on Monday, November 6, from 11:30 until 1:30 in the Main Ballroom.

Motion seconded.

This program is put on to raise money for the Campus Chest. The Union co-sponsors this program free of charge to this organization. This is our contribution to the Campus Chest each year.

Mr. Starr stated that we have done this before, but no recognition was ever made of our part in this program.

Jim Cameron stated that since this is our contribution, and contributors are not acknowledged, there is no need for the Union Board to be recognized for their part in the program.

Larry Leventhal also felt that the Union Board shouldn't enter into this co-sponsorship with the purpose of acknowledgement.

U-221  
Motion K-1779

Jim Cameron moved that a co-sponsorship be approved between the Student-Faculty Relations Committee and the University Theater Department for five coffee hours to be held in either the Men's or Women's Lounge at 3:30 throughout the year.

Motion seconded and carried.

- 2) Kay Balzer reported on the Christmas Semi-Formal Plans. The Board as a whole and the Board Council act as general committee for this dance. It will be held on December 2 from 9:00 until 1:00 a.m. The Dick Perry Band and the Minneapolis Chorale will be the entertainment. Free corsages are given to the girls and refreshments are also free of charge. Table reservations are made. The four committees are: publicity, special effects, decorations, and tickets. When the board meeting is over, members are asked to sign up for a committee.

U-222  
Motion K-1780

Jim Cameron moved that Barry Lazarus be appointed as Chairman of the Christmas Tree decorations.

Motion seconded and carried.

- 3) Kay Balzer reported that a detailed report on Homecoming should be ready for next week. Profits were above last year. More money was spent on entertainment and less for the main band.

Mr. Starr stated that we had a problem with some of the students at the Homecoming which we have not had in previous years.

Kay Balzer asked if anyone has any suggestions as to where more people can be accommodated for the Homecoming dance. Suggestions should be put in her box.

Jim Tremann suggested that an outside ballroom could be used besides the Union.

- 4) Jim Cameron reported that the "Unithon" plans are coming along well. Jim wanted the Requests for Purchases sent through him. If anyone has any problems with their part of this program, they should contact Jim. Board members will be expected to have committee chairmen and members working on tickets, etc. The first publicity will be coming out on November 2nd or 3rd. Tickets will be sold starting Monday, November 6 from 11:30 until 1:30 in the ticket booth on the ground floor of the Union. WMMR and the Daily will be publicizing this event. A ride called "Tubs-O-Fur" will be in the Main Lounge.

Mr. Starr stated that for the past few years we have had the Junior Achievement group on the campus. They have been invited this year by the Dean of the Business School. Last Spring they inquired as to the date that the Union could accommodate their group. The Junior Achievement group didn't reserve the space in the Union that they needed, they just assumed that it was taken care of. Reservations have to be made in writing and followed through by Dick Getchell, Assistant Director. A dance was to be held in the Main Ballroom on the evening of November 11 for Junior Achievement. Invitations have already been sent out and a band contracted.

The question is: Should we cancel the "Unithon" in order to accommodate over 800 members of Junior Achievement for their dance in the Main Ballroom?

Barry Lazarus felt that our program should not be cancelled because of their mistake. We could invite them to come to the "Unithon".

Junior Achievement is looking into the possibility of reserving another space, but has not found a place as yet.

The idea of selling the Junior Achievement members tickets at a reduced rate and inviting them to the "Unithon" was brought up, but the consensus of opinion amongst board members was that this would be unfair to the University students who were subsidizing the Union through their incidental fee.

Ted Kaul stated that if we do invite them, and some of them do attend, University students may not like the younger people around, and they would be using facilities which the University students would like to use.

Mr. Starr offered three suggestions: We could say that we are sorry but we cannot accommodate them on that evening. We could invite them to the "Unithon" at a reduced rate, or we could tell them they are welcome to attend our program, but will have to pay the same as the University students.

Kay Balzer stated that if we let them have the ballroom without a written reservation other groups would feel that they could do the same.

Jim Cameron said that a great deal of money has already been put into this program. He felt that a letter should be written to them saying that we are sorry but the Ballroom has already been reserved.

U-223

Motion K-1781

Barry Lazarus moved that the board write a letter to Junior Achievement telling them that the Union Board is holding a program on that evening, and they are welcome to come. No reduced rate will be given to them.

Motion seconded.

Most of the board members felt that this was the most reasonable approach to the problem.

The reason there were so many Junior Achievement members coming here for that dance is that both St. Paul and Minneapolis were combining their groups.

Question was called.

Motion K-1781 was carried

A copy of the schedule of the "Unithon" will be included in this letter.

- 5) Jim Cameron congratulated the Talent Associates Committee for their fine Talent Coffee Hour held on November 1. Kaffee Konzerts were also excellent programs.

Jim reported that on November 2 the Minneapolis Civic Orchestra will be playing in the Main Ballroom at 7:30 p.m.

Jazz Goes to School Volume II will begin on Tuesday, November 7, as a Noon Program.

Mr. Starr felt that this year the quality of programs has improved.

Jim Cameron asked for more ideas for programs. He felt that every Friday and Saturday night programs should be held.

Jane Rohrer reminded the board members that the Peggy Seeger concert will be held in the Main Ballroom on November 3.

Jim Cameron asked about discounts for board members for bowling, billiards, and table tennis. The problem of discounts is identification of students.

Bob Bossman, UBC member, stated that the residence dorms now have student identification cards with their pictures on them.

Jim Cameron felt that the board puts so much work into the Union, that they should have more privileges than they now have.

Kay Balzer felt that the Board members should think in terms of putting something into the Union and not getting something in return.

Mr. Starr stated that the House and Finance Committee should look into the matter of identification.

Barry Lazarus asked about parking space for board members.

Mr. Starr suggested that tickets be sold for parking along with the tickets for special events. That way students would be assured of a parking space.



Old Business

Mr. Starr reported that we have received a favorable report from the administration on the matter of the Union providing a ditto machine for student use in the Art Craft studio.

New Business

- 1) Larry Leventhal brought up an issue that was discussed at the informal meeting at Mr. Starr's house last week. This was regarding the different forms that have to be filled out.

Motion K-1782 U-224

Larry Leventhal moved that the following forms will from this date be acceptable with the signature of either the committee chairman, area director, or staff consultant:

- What's Doing
- Daily Release
- Daily Ads when given to Campus Ad Agency
- WMMR radio copy
- Dittos
- PA Announcements
- Union Ivory Tower Calendar

Motion seconded.

Larry felt that these forms could be okayed on the committee level as they are routine.

Jane Rohrer stated that previously all of these forms did not have to be signed by the Program Consultants.

There was a question regarding University Policy on this matter.

Mr. Starr suggested that this motion could be tabled and more information gathered as to present university and union policy, or we could set this up on a trial basis.

Motion K-1783 U-225

It was moved that Motion K-1782 be amended to exclude the art craft studio and daily ad forms.

Motion seconded.

Motion K-1784 U-226

Jim Tremann moved to table this issue until the next meeting.

Motion seconded and carried.

Motion K-1785 U-227

Barry Lazarus moved to reconsider Motion K-1777 regarding the co-sponsorship between the American-Foreign Students and the Arab American Club.

Motion seconded.

Barry felt that we should not accept every co-sponsorship that is offered to us. He felt that we are putting ourselves in a very precarious position by co-sponsoring this program.

Larry Leventhal stated that there are a number of organizations which we may not approve of on campus, but the board should not act as a censoring group.

Jim Tremam felt that the students should be exposed to all different types of programs.

Dr. LaBerge stated that the Board should be able to say that our facilities are open to the opposite view.

Dr. Thomas stated that the statement that the Union Board does not necessarily endorse programs it co-sponsors should be put right on the co-sponsorship form.

Jim Cameron called the question.

Motion K-1785 was defeated

Motion K-1786 U-228

Dr. Thomas moved that the Program Committee be delegated to look into the possibility of placing the statement "Co-sponsorship does not necessarily mean endorsement" or a similar statement on the co-sponsorship form.

Motion seconded and carried.

Announcements

- 1) Barry Lazarus stated that program evaluations should be put into his box.
- 2) The board is invited to attend the Single Swing Dance with the Tommy Dorsey Band playing in the ballroom tonight, November 1.

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Gordon L. Starr,  
Recording Secretary

DB

**QUARTERLY EVALUATION OF COMMITTEE MEMBERS**  
**Evaluator-Committee Chairman**

Name \_\_\_\_\_ Committee \_\_\_\_\_  
 Quarter \_\_\_\_\_ Evaluator \_\_\_\_\_

Please answer the following questions by marking on the continuum where you think this committee member's performance fits. Comments and examples are requested.

**1. Cooperation**

**A. With Chairman**

None                      Limited                      Most of the time                      always

Comments:

**B. With other committee members**

None                      Limited                      Most of the time                      Always

Comments:

**2. Productivity**

**A. Has creative ideas and suggests them**

None                      Limited                      Most of the time                      Always

Comments:

**B. Thinks through ideas**

None                      Limited                      Most of the time                      Always

Comments:

**C. Completes projects on time**

None                      Limited                      Most of the time                      Always

Comments:

**3. Attitude toward event or program**

Negative                      Neutral                      Good                      Enthusiastic

Comments:

**4. Attendance**

**A. At committee meetings**

Doesn't attend                      Irregular                      Excused Absences only                      Every time

Comments:

**B. At the event**

Doesn't attend                      Irregular                      Excused Absences only                      Every time

Comments:

**General Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommend for Award or Privilege Card    Yes \_\_\_\_\_ No \_\_\_\_\_

QUARTERLY EVALUATION OF COMMITTEE CHAIRMAN

Evaluator - Area Director

Name \_\_\_\_\_ Committee \_\_\_\_\_  
Quarter \_\_\_\_\_ Evaluator \_\_\_\_\_

Please answer the following questions by marking on the continuum where you think this committee member's performance fits. Comments and examples are requested.

1. How were committee projects carried out by the chairman?

Poorly	Adequately	Well	Extremely Well
COMMENTS: _____			

2. A. How well were the events planned in advance?

Poorly	Adequately	Well	Extremely Well
COMMENTS: _____			

B. How well did the planned events work due to the chairman's efforts?

Failure	Passable	Successful	Very Successful
COMMENTS: _____			

3. Were new ideas integrated into the committee?

None	Few	Average	Many
COMMENTS: _____			

4. Communication

A. Does the chairman keep the committee well "integrated"?

Poorly	Fairly	Well	Very Well
COMMENTS: _____			

B. To what degree does the chairman delegate the work to all?

Not at all	Not very often	Often	Always
COMMENTS: _____			

C. Did the chairman cooperate with you (area director) as much as expected?

Not at all	Less than expected	As expected	More than expected
COMMENTS: _____			

5. Did he stay within his budget and make committee members aware of the budget?

No	Seldom	Often	Yes
COMMENTS: _____			

General comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommend for Award or Privilege Card    Yes \_\_\_\_\_ No \_\_\_\_\_

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

November 8, 1961

- I Minutes of the last meeting
- II Standing Committee Reports
  - A. Executive Committee
    - 1) Excuses for Absences
    - 2) Meeting of November 22, 1961
    - 3) Dad's Day program
  - B. House and Finance Committee
    - 1) Exceptions to House Rules
    - 2) Flags
    - 3) Ditto machine rules
    - 4) Motion K-1630
    - 5) Referred items
  - C. Personnel Committee
    - 1) Motion K-1788
    - 2) Evaluation sheets
    - 3) Lists
    - 4) Plea
  - D. Public Relations Committee
    - 1) Daily coverage
    - 2) Announcements
    - 3)
  - E. Program Committee
    - 1) Co-sponsorship
    - 2) Unithon - PA Announcements
    - 3) Plea
- III Old Business
  - A. Program Office Procedures
  - B. Unithon - Refreshment area
- IV New Business
  - A. TV Lounge
  - B. Unexcused absences
- V Announcements
  - A.
- VI Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 8, 1961

Members Present:

Kay Balzer, Jim Cameron, Karen Gravens, Larry Leventhal, Ron Moe, Karen Poulson, Karen Quam, Jane Rohrer, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. E. L. Thomas, Dr. Donald Zander, Mr. Edwin Braman

Members Absent:

Barry Lazarus, Myra Shiff

Others Present:

Mr. Ted Kaul, Acting Program Director, Mr. Gary Gilbertson - Union Board Council, Mr. Jay Lindgren - Union Board Council, Mr. Jack Fisher - Freshman Cabinet-Minnesota Student Association, Miss Marie Vogel - Daily Report, Mrs. Pat Kay

The meeting was called to order at 6:35 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) President Moe reminded board members that they were allowed only two unexcused absences from board meetings in a year, and asked that any members who had been absent but who had not given any excuse should do so now, so that it could be submitted to the Executive Committee for their approval or disapproval. President Moe reminded the board of the policy regarding absence from board meetings.
- 2) President Moe asked board members if they would like a change of date for the meeting on November 22, since this was the day before Thanksgiving. It was decided that the meeting should be held on November 21, at 6:30 p.m. in Room 346.
- 3) Jack Fisher, MSA representative from the Freshman Cabinet, spoke briefly about the traditional Dad's Day program, which has been held for the last 36 years on the day of the last home football game of the season. Jack asked for the support of the Board on this worthwhile annual event, and said that any help by the Board would be greatly appreciated, particularly any ideas they might have on different ways of publicizing the event. Reservations for the game may be made by writing 200 Eddy Hall or calling Extension 6878, and the cost would be \$4 per ticket.

House and Finance Committee

- 1) Karen Gravens stated that there was one exception to the house rules passed at the committee meeting. This was for the people who are running the Campus Cheat to be granted permission to sell caramel apples on the ground floor, and for them to have a bulletin board up in the foyer.

- 2) Karen Cravens reported that, as a result of complaints about the bad condition of the Union's flags, new ones had now been put up.
- 3) Karen Cravens outlined the rules which should be followed by any students who use the ditto machine facilities down in the Art Craft Studio. These are: (1) No one will be allowed to use the ditto machine unless he has been instructed in the use of it by the attendant that he knows how to run the machine. (2) Fluid and paper must be checked out from the desk, and returned to the desk after use. Supplies available at the desk will cost - Ditto paper and fluid \$1, ditto master 10¢, and fluid 25¢.

Mr. Starr asked how it was planned to notify the students that the ditto machine was available for their use. Karen Cravens said the fact had been mentioned in the letter to student groups asking them to re-apply for office space in the union, but that, so far, no further advertising had gone out.

U-216  
4) Motion K-1630

Karen Cravens stated that this motion had been passed last year to buy two small magazine racks for part of the renovation of the Terrace Reading Room. The House & Finance Committee had looked into the question of magazine racks, and it was thought that it might be better, instead of buying two small racks, to buy one large one of a better quality and design which would last longer than the two cheaper ones.

U-211  
Motion K-1787

Karen Cravens moved that the board rescind Motion K-1630 passed last year to purchase two small magazine racks at \$182 eac.

Motion seconded and carried.

Karen Cravens suggested that the board should not make any decision about buying the one large magazine rack, but that the House & Finance Committee should first look into the possibility of redecorating the Terrace Reading Room, and then decide about buying a new magazine rack.

5) Referred items

Parking space for board members

- a) Karen Cravens made a note of the number of board members who either occasionally or regularly drove to the board meeting on Wednesday night. This would be taken into consideration in asking for reserved parking space for board members in either Coffman Union garage or at the back of Comstock Hall.
- b) Special discounts to board members for bowling, billiards, etc.  
There was some discussion as to whether the number of board members who would want to use these facilities would merit special discounts. Larry Leventhal felt that this privilege should be extended also to people who hold privilege cards. Jim Cameron felt that board members should be allowed to bowl at 10¢ a line, and suggested that this be tried out for a while to see how it worked out. It was decided to refer the whole matter to the House & Finance committee for their action on it.

- c) Discounts for students who bowl, as opposed to outsiders.  
There was some discussion on whether there should be a discount for students who bowl, as opposed to people who come in from outside to bowl. The matter of identification by fee statement was discussed.

Mr. Starr pointed out that when the building was first opened, it was decided that the facilities could be used by all students and faculty members and their guests. Sometimes outside groups were invited if there was some reason for it, but we should not set up in competition with other off-campus commercial organizations.

Personnel Committee

- 1) <sup>U-212</sup> Motion K-1788  
Kay Balzer moved that the board approve Steve Mosow as Recreation Area Director.

Motion seconded.

There was some discussion as to whether Mr. Mosow was eligible for this post, and it was felt that the matter should be looked into before finally approving him.

Motion K-1788 was amended to read that the board approve Steve Mosow as Recreation Area Director, pending scholastic eligibility approval.

- 2) Kay Balzer reported that, although board members had been invited last week to attend a meeting at 3:30 p.m. today to discuss evaluation sheets, nobody had turned up. Board members who have recommendations about these evaluation sheets should put them in Barry Lazarus's box, and members are again invited to attend a discussion meeting next Wednesday afternoon at 3:30 p.m.  
  
Jim Cameron suggested that the Personnel Committee should discuss this matter themselves, and then submit their recommendations to the Board.
- 3) Kay Balzer reported that many committees still had not handed in their list of active members to the Personnel Bureau, and asked for them to do so as soon as possible.
- 4) Kay Balzer reported that the Personnel Bureau will be putting up a board in the Union Board office listing the chairmen of the different committees, at 12:30 p.m. Thursday of this week, and that help with this task would be appreciated.



Public Relations Committee

- 1) Ron Moe reported that since the beginning of the quarter only two news stories about UBOG have appeared in the Daily. He felt it was a pity that UBOG did not get more coverage in the paper.

Announcements:

- 2) a) Ron Moe announced that the State of the Union Page would be coming out on November 16 or 17. If any board member knows of any event worthy of coverage on this page, they should put all the information about it either in Ron Moe's box or in Myra Shiff's box by Friday of this week at the latest.
- b) Ron Moe announced that the Public Relations Bureau would henceforth be known as the Student Services Committee, in order to describe its function more adequately.

Program Committee report

1) Co-sponsorship

At the request of the area director, the Program Committee was bringing a co-sponsorship to the Board for their direct action. This was a co-sponsorship between the Variety Dance Committee and the Span Group to Peru, to be held from 9:00 p.m. till 1:00 a.m. on Friday, November 17th in the Main Ballroom. The breakdown of the costs would be 50/50, except CMU will carry 100% of the room rental, 100% payment of the band, 100% for Daily story and Daily ads. Everything else will be on 50/50 basis. A lot of money was put into this co-sponsorship before it was approved.

After some discussion, it was discovered that there were already two other functions scheduled for the evening of November 17th in the Main Ballroom, one being a Square Dance, and the other being a Youth Night for the Optimists Club. Ron Moe stated that this function had been approved by the House & Finance Committee last year.

U-213  
Motion K-1789

Kathy Wagnild moved that the board approve a co-sponsorship between the Variety Dance Committee and the Span Group to Peru for a dance to be held on November 17th provided that a suitable room is available at that time.

Motion seconded and carried.

U-214  
2) Motion K-1790

Jim Cameron moved that the board approve an exception to the union policy to allow more than three announcements per day to be made over the PA system relating to the Unithon event to be held Saturday, November 11.

Motion seconded.

Karen Cravens felt that if this exception were to be made in this instance, other groups would want exceptions to be made in their case too.

Jim Cameron stated that more than \$2,000 had been invested in this function so far, and that only a limited number of tickets had so far been sold.

Motion K-1790 was carried.

Jim Cameron said that he would like all people working on "Unithon" to be in the Main Ballroom by 7:30 on Saturday evening, when he will give out Host ribbons, which will entitle the wearer to join in any activity except bowling. He also asked for volunteers who would be willing to help with the arrangements for Saturday.

- 3) Jim Cameron said that he would appreciate it if any board members could assist with various tasks in connection with the Unithon, immediately following tonight's meeting.

Old Business

U-215

- 1) Motion K-1784

This motion was carried last week to table the question of the procedure for routine form signing. Ron Moe offered an explanation of the procedure which clarified the situation. He said that the general University policy was that all University business forms such as Journal Vouchers, Requisitions and Contracts have to be signed by an authorized person, in this case by Mr. Starr or Mr. Getchell. Smaller forms in the Program Office which are to be used within the Department, such as forms for keeping financial records, etc., need not be signed by an authorized person, and that Program Office personnel do not approve or disapprove them.

U-216

Motion K-1791

It was moved that the decision about the signature of the Art Craft Studio forms should be decided by the Area Director.

Question was called.

Motion K-1791 was carried.

- 2) Larry Leventhal briefly outlined the arrangements in the refreshment area for Unithon. He stated that five additional people would be required to help dispense refreshments, each person working for a period of two hours during the evening.

U-217

Motion K-1792

Larry Leventhal moved that the board make an exception to the rule and allow five people to be hired to dispense refreshments, if necessary, at the Unithon.

Motion seconded.

Ted Kaul pointed out that Mr. Bob Lee, who is responsible for the hiring of employees in this field, is having difficulty in finding people, and he might not be able to find five people willing to dispense refreshments.

Dr. LaBerge suggested that board members should each invite a friend who, in return for two hours work, would receive a free ticket to the Unithon.

Karen Quam suggested that each Area Director should be able to get one member of each of his committees to do two hours work, and that therefore the motion was unnecessary.

Question was called.

Motion K-1792 was defeated

#### New Business

- 1) Larry Leventhal reported that television reception in the TV lounge was very bad. He had taken the matter up with the engineers, and the faulty reception was due to the construction of the building. A television aerial was not enough. Two amplifiers and a transformer would be necessary if the fault were to be rectified, and this would cost about \$200. It was decided to refer this matter to the House & Finance Committee.
- 2) Dr. Thomas felt that there ought to be a change in the by-laws about unexcused absences. Dr. Thomas felt that the number of unexcused absences should be raised from two to four per year, i.e. one absence per quarter. It was decided to vote on this matter at the next meeting.

#### Announcements

- 1) Ron Moe reminded members who had been absent without excuse from board meetings, that they should submit their excuses to him after the meeting, so that he could present these to the Executive Committee.
- 2) Ron Moe introduced the two UBC members and Daily reporter, Marie Vogel, to the Board.
- 3) Jim Cameron stated that he had taken over the Senate Seat, and that if any Board member has any questions to refer to the Senate, he would be pleased to do what he could.
- 4) Ron Moe showed the Board a copy of a Student Center brochure from Hokkaido University which Professor Shinohara and Professor Kuramoto sent. If anyone on the Board is interested in seeing it, they would be welcome to do so.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Gordon L. Starr,  
Recording Secretary

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

November 15, 1961

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) New Board Member
    - 2) Committee Reassignment
    - 3) Absences
    - 4) Next Meeting
    - 5) By Law Revision
  - B. House and Finance Committee
    - 1) Exception to House Rules
    - 2) Student Offices
    - 3) Bowling Signs
    - 4) Interpretation of House Rules
  - C. Personnel Committee
    - 1) Committee Chairmanship Approvals
    - 2) Evaluation Sheets
    - 3) Message
  - D. Public Relations Committee
    - 1) State of the Union Page
    - 2)
    - 3)
  - E. Program Committee
    - 1) National College Chess Tournament
    - 2) UNITHON
    - 3) Board-Staff Meeting
    - 4) Key Balser
    - 5) Announcements
- III. Old Business
  - A. Pictures
  - B.
- IV. New Business
  - A.
  - B.
- V. Announcements
  - A.
  - B.
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 15, 1961

Members Present:

Kay Balzer, Jim Cameron, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Karen Quan, Jane Rohrer, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. E. L. Thomas, Dr. Donald Zander, Jeff Brodtkin

Members Absent:

Mr. Edwin Braman, Myra Shiff

Others Present:

Mr. Ted Kaul, Acting Program Director; Erik Erickson; Nancy Herman, Bob Thon, and Kathy Pasek - Union Board Council; Ann Mercier - Daily Reporter

The meeting was called to order at 6:40 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

1) Karen Cravens clarified the rules for use of the ditto machine in the Art Craft Studio. Rule No. 1 should read: "No one will be allowed to use the ditto machine unless he has been instructed in the use of it by the attendant or shows the attendant that he knows how to use the machine". Also, one can of fluid is 25¢, and ditto masters are 10¢. For \$1.00 you get a ream of paper and enough fluid to run the paper off.

2) Public Relations Committee Report - No. 1 - sentence two should read: "He felt some effort should be made to inform and encourage the Daily to cover union events and programs."

3) Program Committee Report - Motion K-1789 should read: Kathy Wagnild moved that the board approve a co-sponsorship between the Variety Dance Committee and the Span Group to Peru for a dance to be held on November 17, 1961.

Motion K-1789a amends this motion adding the words "provided a suitable room is available at that time."

Motion K-1789a to amend was seconded and carried.

Motion K-1789 as amended was carried.

4) Under Old Business - discussion of Motion K-1784: The minutes should include the fact that Motion K-1783 and Motion K-1782 were withdrawn because of the explanation that Ron Moe made.

5) Item two of New Business should read: "Dr. Thomas felt that the number of unexcused absences should be raised from two to three per year."

Minutes were approved as corrected.

Executive Committee Report

- 1) President Moe reported that last week the board approved Steve Moscow as the new board member in charge of the Recreation Area providing he was scholastically eligible. The Executive Committee now recommends that Jeff Brodtkin be appointed Recreation Area Director.

U-202

Motion K-1792

It was moved that the board approve Jeff Brodtkin as Recreation Area Director.

Motion seconded and carried.

Jeff Brodtkin was sworn into office.

- 2) President Moe stated that Jeff Brodtkin has been assigned to the Personnel standing Committee and Kay Balzer reassigned to the Program standing committee.
- 3) President Moe read the list of people who have unexcused absences.

Dr. Zander	-	one	unexcused	absence
Myra Shiff	-	four	"	"
Karen Quam	-	one	"	"
Jim Tremann	-	one	"	"
Kathy Wagnild	-	one	"	"
Karen Cravens	-	one	"	"
Barry Lazarus	-	one	"	"

- 4) President Moe stated that the next meeting will be held on Tuesday, November 21. Dinner will be in Room 355 of CMU at 6:00 p.m. Board members should call ext. 121 by 10:00 a.m. on that day if they can not attend the dinner.
- 5) President Moe announced that the by-laws the board is operating under were approved in 1956. They need revising to bring them up to date. Each standing committee chairman is asked to take the section of the by-laws pertaining to his committee and discuss it at a committee meeting to see what can be done to bring them up to date. An Ad-hoc committee will be made up of standing committee chairmen to present the revised by-laws to the board.

House and Finance Committee Report

- 1) Exception to House Rules:

U-203

Motion K-1794

Karen Cravens moved that an exception to the House Rules be approved to allow the Bridge Committee to use the Game Room on Thursday, November 16, at 3:30 p.m. instead of 5:00 p.m.

Motion seconded and carried.

- 2) Karen Cravens reported that with the addition of student office space in the basement, more student groups have been assigned to offices. Tentative assignments of office space have been made, but announcements have not gone out yet.
- 3) Karen Cravens reported that two new bowling signs have been requested by Dennis Hunt. The House and Finance Committee approved this request.
- 4) Karen Cravens stated that there has been a question regarding the section in the House rules on food in the building. There was the misconception that student groups could never bring food into the building. This policy should be interpreted by the board. No interpretation was made.

#### Personnel Committee Report

- 1) Committee Chairmanship Approvals:

*V-204*  
Motion K-1795

Barry Lazarus moved that Sue Bernstein be approved as Personnel Bureau Chairman.

Motion seconded and carried.

*V-205*  
Motion K-1796

Barry Lazarus moved that Neil Carter be approved as Student Services Chairman.

Motion seconded and carried.

- 2) Barry Lazarus reminded the board that he had asked for comments and advice regarding the evaluation sheets. There wasn't much response from the board, so new evaluation sheets have been worked out by the Personnel Committee. These sheets will have to be turned in shortly. Board members should remind chairmen of this duty. Awards will be given out at the discretion of the Personnel Committee.

President Mos introduced board members and guests.

#### Public Relations Committee

- 1) Because of the lack of a quorum, this committee did not meet.

It is being considered to discontinue the State of the Union Page next quarter.

#### Program Committee Report

- 1) Vice President Cameron reported that the Program Committee is allowing the Chess Committee to send the winner of the Chess Tournament being

held on November 16 to the National College Chess Tournament in Washington D.C. between Winter and Spring Quarters. Proceeds from the Chess Tournament on November 16, and money from the chess committee's budget will be used to pay one-half of the cost of the trip. The other half is being given by an anonymous donor, but the total amount the union is contributing is not to exceed \$100.00.

- 2) Host and hostess ribbons and paper punches belonging to the Program office that were used during UNITHON should be returned as soon as possible.
- 3) Jim Cameron suggested that a board-staff meeting be set up to discuss the Graduate Area, union public relations, and UNITHON. He suggested some days and times when this could be held. Tuesday evening, November 28, at 6:30 p.m. was decided on. Faculty members are welcome to attend this meeting.
- 4) Kay Balzer explained the Homecoming budget for the information of the board. There will be approximately a \$2,300 profit from this event.

The Christmas Semi-formal is being held on December 2, 1961 from 9:00 p.m. until 1:00 a.m. Board members have been assigned the areas they are to work with for this dance.

The ticket area - Jim Tremann, Chairman, includes ordering and selling tickets, and table reservations. 250 tickets, each good for two people are to be sold. All passes will be double passes this year and the only people allowed to use passes are Board members, Union Board Council, and staff members.

Karen Cravens is in charge of the Publicity area.

Mr. Starr inquired about whether or not any consideration is being given to having a party for alumni board members or inviting them to the Christmas Semi-formal dance. It was felt that it would be a good idea to invite alumni to the dance.

Ron Moe is in charge of the Special Effects area. They are concerned with corsages for the girls, hosts and hostesses and any other special effects that would add to the atmosphere of the dance.

Karen Quam is in charge of the decorations committee.

The tree in the main ballroom will be decorated by UBC and the tree in the main lounge by the Union Board of Governors. Any special requests for decorations should be brought to Kay Balzer.

Kay explained to the board members that they have approximately \$400 to work with.



A theme for the dance was considered. Some of the ideas were: Winter Wonderland, White Christmas, Silver Bells, An International Christmas, The Magic of Christmas, and Deck the Halls. It was decided that "Silver Bells" will be the theme.

There was a question as to whether or not the students understand what to wear at a semi-formal dance. It was felt that the dance should remain semi-formal and the appropriate apparel for this dance is a good wool or cocktail dress for the girls and suits for the boys.

The chairmen of the committees for this dance should make progress reports at the meeting next Tuesday.

- 5) Jim Cameron expressed his thanks to the following people for their hard work and good programs: Miles Ottinger, Steve Mosow, Gloria Davis, Judy Hoy, Variety Dance Committee, Diane McCleary, Program Consultant, and Kathy Wagnild.

Anyone who is interested can attend the Program Committee meetings in Room 227 on Wednesdays at 12:30 p.m. There will be no meeting next Wednesday.

As a point of information, exactly 1,000 tickets were sold to the UNITHON.

#### Old Business

- 1) Barry Lazarus felt that good pictures should be taken of the board members. These should be done by the University Photo Lab.

President Moe referred to past consideration of these pictures and read to the board the choices available. President Moe felt that it was too expensive to have these pictures taken. Karen Cravens also felt that the money could be used for a better purpose.

Mr. Starr stated that if the University Photo Lab took the pictures the negatives could be used again if the board members cared to use them. Also, since some board members stay on the board more than one year, the picture could be used again which could cut the overall cost.

Jim Cameron suggested that the board use the pictures which are going to be taken by the Gopher.

U-206  
Motion K-1797

Barry Lazarus moved that the board have pictures taken by the University Photo Lab.

Motion seconded.

Jim Cameron felt that as long as we are going to have Gopher pictures taken, we should check into the cost of using this picture.

Motion K-1798

U-207

Jim Cameron moved to table Motion K-1797.

Motion seconded.

It was suggested that this be referred to a committee for more consideration.

Question was called.

Motion K-1798 was defeated.

Motion K-1799

U-208

Karen Gravens moved to amend Motion K-1797 to read: The Board have pictures taken by the University Photo Lab or use Gopher facilities, whichever is cheaper.

Motion seconded.

Question was called.

Motion K-1799 to amend was carried.

U-209

Question was called on Main motion.

Motion K-1797 as amended was carried.

President Moe will look into this matter and report at the next meeting.

#### New Business

None

#### Announcements

None

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

dh

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

November 21, 1961

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Region VII
    - 2) Absences
    - 3)
  - B. House and Finance Committee
    - 1) Exception to House Rules
    - 2) TV Improvement
    - 3) Cross Lounge
    - 4) Terrace Reading Room
    - 5) Constitution
    - 6) Fire Places
  - C. Personnel Committee
    - 1) Evaluations
    - 2) ~~By/At~~ Rosters
  - D. Public Relations Committee
    - 1)
    - 2)
  - E. Program Committee
    - 1) UNITHON
    - 2) Football Awards Convo.
    - 3) Kay Balzer
    - 4) Announcements
- III. Old Business
  - A.
  - B.
- IV. New Business
  - A.
  - B.
- V. Announcements
  - A.
  - B.
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 21, 1961

Members Present:

Kay Balzer, Jim Cameron, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Karen Quam, Jane Rohrer, Jim Tremann, Kathy Wagnild, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. Donald Zander, Mr. Edwin Braman, Jeff Brodtkin

Members Absent:

Myra Shiff, Dr. David LaBerge, Dr. E. L. Thomas

Others Present:

Dr. Donald W. Cowan, Director - University Health Service, Mr. Ted Kaul - Acting Program Director, Jerry Williams - Daily Reporter, Donna Harrison

The meeting was called to order at 7:00 p.m. in Room 355 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) President Moe reported on the Region VII Conference. The University of Minnesota was the largest school represented at the conference. Consequently, many of the topics discussed at the conference had little or nothing to do with the University. Generally, the problems of the other schools were on a much smaller scale than ours. The discussions on students misusing union property, and the cultural value of the union were the most valuable to the delegates from the University of Minnesota. The emphasis of the conference was on the educational and cultural value of the union. Our delegates gained an understanding of the problems of other unions by attending this conference. Also, after hearing about the limited facilities of the other schools, our delegates gained an appreciation for Coffman Union and its facilities.
- 2) President Moe reported that there are two excused absences for this meeting: Dr. LaBerge and Dr. Thomas.

House and Finance Committee Report

- 1) Karen Cravens read two exceptions to the House Rules. The House and Finance Committee approved an exception to the House Rules to allow the Bridge Committee to use the Game Room starting at 3:30 p.m. instead of 5:00 p.m. on Thursday, November 30, 1961.

It was also decided to keep the section of the building being used for the Russian Exhibit open during the holiday this Thursday.

- 2) Karen reported that there has been some extensive wiring, etc, done which is designed to improve the reception of the union television set.
- 3) Karen Cravens stated that last year an Ad Hoc Committee was set up on the misuse of union facilities. The House and Finance Committee will take on the responsibility of studying this problem and trying to improve the conduct of the students in this building.
- 4) The House and Finance Committee is looking into some specific plans for renovating the Terrace Reading Room including some new furniture and a new carpet. They are looking into the possibilities of buying a record player or stereo with earphones and a record selection.
- 5) Karen Cravens reported that Mr. Starr has received a copy of the United States Constitution. This may be placed in a frame along with the Union Board of Governors' Constitution. It is felt that the Union Board Constitution should be put on a more formal basis.
- 6) Karen reported that it has been suggested to her that the possibilities of using gas or electric fire places in the Main Lounge instead of wood be looked into.

#### Program Committee Report

- 1) Vice President Cameron asked that each area director who had committees working on Unithon turn in an event report.
- 2) Ted Kaul explained that there is a problem regarding the Football Awards Convocation scheduled for Wednesday, November 22, 1961. This convocation was scheduled a week too early because there is another football game on Saturday. The sponsors of this program would like to use the Main Ballroom on November 29 instead of November 22. On November 29, the Main Ballroom is being used by the Jazz Workshop to present the last of their "Jazz Goes to School" series featuring the Dick Perry Band. The board felt that the Football Convocation should be accommodated, yet there are people holding season tickets to the Jazz Goes to School series, so the Jazz Concert can not be cancelled. It was suggested that the Junior Ballroom be used for one of these programs. The Junior Ballroom is available for the usual rental fee of \$15.00.

U-197  
Motion 4-1800

Dr. Zander moved that the board ask the sponsors of the Football Convocation to pay part of the cost of the Jazz Group and consider paying for an additional amount which would bring the income up to a figure comparable to past concerts.

No second

Many of the board members felt that the Football Convocation should be held in the Main Ballroom because of the popularity of these programs in the past. This program is co-sponsored by the Department of Concerts and Lectures and the Minnesota Student Association. It was suggested that the Jazz Workshop use the North Star Room.

U-198

Motion K-1801

Jim Tremann moved that the North Star Room be used for the Jazz Workshop Program and an admission of 20¢ per person be charged. The Football Convocation would be held in the Main Ballroom.

Motion seconded.

It was felt that the noise from the convocation would interfere with the Jazz Concert. It was also pointed out that people couldn't use the vending machines in the North Star Room without paying the fee for entrance to see the concert.

Motion defeated.

Barry Lazarus asked whether it would be possible to charge 10¢ admission for the people to see the Football Convocation. Since we are not co-sponsoring this program, we can not charge admission to see it.

U-199

Motion K-1802

Jim Cameron moved that the Jazz Concert be held in the Junior Ballroom and the income from the rental of the Main Ballroom for the Football Convocation be given to the Union Jazz Workshop to supplement the income that would be reduced because of the room change.

Motion seconded.

U-200

Motion K-1803

Karen Cravens moved that Motion K-1802 be amended to read that the rental charge of the Junior Ballroom be added to the price charged for rental of the Main Ballroom.

Motion seconded and carried.

Motion K-1802 as amended was carried.

- 3) Kay Balzer asked to see the four chairmen of the Christmas Semi-formal after this meeting.
- 4) Jim Cameron was asked by the Minnesota Student Association to attend a meeting they are having with Mr. Willey regarding the Peace Corp on Wednesday, November 22 in Room 346 at 2:30 p.m. Jim can not attend this meeting, so Larry Leventhal will take his place.

-4-

Jim Cameron extended his congratulations to the Talent Associates Committee, Audrey Johnson, Chairman, for the three one-act plays put on last week. He congratulated the Jazz Committee for their excellent work on reviving the "Jazz Goes to School" series. Judy Hoy, Variety Dance Committee Chairman also received congratulations for the pep dances, and Coffman Musicale for the Hootenanny held on November 18.

#### Personnel Committee Report

- 1) Barry Lazarus reported that the evaluation sheets are going to be printed and should be ready by Monday, November 27. They should be filled out and handed back in by Thursday, November 30. Awards will be given out Saturday, January 6. This will be a combination basic and advanced leadership seminar. Lunch will be served after the program.
- 2) Barry Lazarus asked that chairmen turn in new rosters if they have any new members.
- 3) Barry invited the board members to attend the Personnel Committee meeting on Wednesday, November 29, at 3:30 p.m.
- 4) The Ski-Train Chairmanship is open.
- 5) A name plate has finally been purchased for the back of Jim Cameron's chair.

#### Public Relations Committee Report

No report.

#### Old Business

- 1) Barry Lazarus reported that on December 1, Friday, about 3:00 p.m. the tree in the Main Lounge will be decorated. Three people have called in with trees they will donate to the union.
- 2) Ron Moe explained that two weeks ago Dr. Thomas proposed to change the by-laws to read that the number of unexcused absences be changed from two to three per year. This was stated correctly in last week's minutes so a motion is in order for this change.

U-201  
Motion #1694

Dr. Zander moved to change the by-laws to read that three unexcused absences will be allowed per year.

Motion seconded and carried.

- 3) Ron Moe explained that since we don't have a contract with the Gopher as yet for pictures, we will use the University Photo Lab for the board pictures. Arrangements for sittings will have to be made and Ron Moe will notify the board members regarding these arrangements. A contract with the Gopher for pictures will be drawn up as soon as possible.
- 4) Mr. Starr informed the board that the Leadership Kits have been used a number of times by different organizations. Ted Kaul has been demonstrating them. There is a request in now from the Minnesota State Welfare Department for their group work section.

New Business

None

Announcements

- 1) President Moe introduced Boardmembers and guests.
- 2) There will be a board-staff conference next Tuesday, November 28.
- 3) There will be a board meeting in Room 345 of Coffman Union next Wednesday, November 29, at 6:30 p.m.

Dr. Cowan thanked the Union Board of Governors for inviting him to the meeting.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

dh



UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

November 29, 1961

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Excused absence
    - 2) Pictures
    - 3) SCBOG - UBOG Meeting
    - 4) Announcements
  - B. House and Finance Committee
    - 1) Fireplaces
    - 2) Wastebaskets
    - 3) Mis-use of Union
    - 4) Quarterly Report
    - 5) March of Dimes
    - 6) Keeping Union open during finals
  - C. Personnel Committee
    - 1) Evaluations
    - 2) Summit
    - 3) Chairmanship Approval
    - 4) Christmas Party
    - 5) Nominations for Committee of the Quarter
  - D. Public Relations Committee
    - 1) State of the Union Page
    - 2) Advertising Expenses
    - 3) UBC Brochure
  - E. Program Committee
    - 1) Attendance
    - 2) Event Reports
    - 3) Budget - Unithon
    - 4) Announcements
    - 5)
- III. Old Business
  - A.
- IV. New Business
  - A.
- V. Announcements
  - A.
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of November 29, 1961

Members Present:

Kay Balzer, Jim Cameron, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Karen Quan, Jane Rohrer, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. Donald Zander, Mr. Edwin Braman, Jeff Brodtkin

Members Absent:

Myra Shiff, Dr. E. L. Thomas

Others Present:

Roger Williams, Sharon Phillips, Susan Johnson, Julie Nelson, Diane Sims, Scott Wilson, Sandy Brandon, Tim Nixon, Ti Buckman, Diane Kunge - Union Board Council Members, Jerry Williams - Daily Reporter, Donna Harrison

The meeting was called to order at 6:40 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the meeting on November 21 were corrected as follows: Larry Leventhal clarified statement No. 2 in the House and Finance Report. There has been wiring, etc. done to the TV set in the past, but not recently. Some improvement could still be done.

*U-188*  
In Motion K-1892 - The money will be given to Union Jazz Workshop and Noon Programs.

Executive Committee Report

- 1) President Moe reported that Dr. Thomas has been excused from this meeting.
- 2) President Moe announced that the board members will have their picture taken at the University Photo Lab, 50 Westbrook Hall, on Tuesday, December 5, and Thursday, December 7, from 1:00 p.m. until 3:45 p.m. each day. Board members were asked to sign up for the time they would like. If anyone has a good negative he would rather use, prints can be made from that.
- 3) President Moe announced that the Student Center Board of Governors would like to have a joint meeting with the Union Board of Governors sometime during the beginning of Winter Quarter. They would like to have this meeting away from both campuses. The board members felt that this would be a good idea. President Moe will confer with Stan Burmeister, Student Center Board President, regarding the arrangements.

- 4) President Moe reminded the board members that the standing committees should look over the by-laws and turn in suggestions for revisions to him before the end of the quarter.

Advertising expense reports should also be turned in as soon as possible.

This is the last meeting of the quarter.

#### House and Finance Committee Report

- 1) Karen Cravens reported that the fireplaces will be lit when the wood comes. It was decided not to use gas or electricity for the fireplaces. They will be kept burning by the custodians.
- 2) Wastebaskets for the ground floor are being purchased.
- 3) Karen Cravens reported that to try to reduce some of the student misuse of facilities, table tents with pertinent house rules will be distributed throughout the building.
- 4) Karen Cravens announced that the quarterly financial report will be given at the next meeting.
- 5) Karen reported that the House and Finance Committee has received a request from the March of Dimes Committee to use the Main Ballroom free of charge for a high school dance. We can not spend student money on this kind of activity unless the following conditions are met: a night when university student groups don't usually have programs must be used, the group must pay their own expenses, and it must co-sponsor with another organization.
- 6) Karen brought up the idea of keeping the North Star Room open during finals.

U-189

#### Motion K-1885

Karen Cravens moved that the Union Board of Governors authorize the staff to open the North Star Room until 2:00a.m. every night during finals.

Motion seconded.

The extra cost is estimated at around \$50.00

Larry Leventhal felt that the room should be kept open all night.

U-190

#### Motion K-1886

Jim Cameron moved to amend Motion K-1885 striking out "until 2:00 a.m." and inserting "all night".

Motion seconded.

Barry Lazarus felt that it would seem like the union was encouraging students to stay up all night and cram for finals if the union was kept open.

Karen Cravens stated that because many of the employees of the union are students, there might be difficulty in getting student personnel to stay and work all night.

Question was called.

Motion K-1806 to amend was carried.

Motion K-1805 as amended was carried.

Personnel Committee Report

- 1) Barry Lazarus asked that all board members turn in their evaluation sheets by Friday, December 1.
- 2) Barry reported that there will be a Summit on January 6. The program will begin at 9:30 a.m. and end about 2:30 p.m. Lunch will be served. If there are any questions regarding this meeting, please contact Barry Lazarus.
- 3) Barry asked that the board members who feel they have an outstanding committee hand in the name of the committee and why they think it is outstanding. The Committee of the Quarter will be selected from those nominated if it is felt that one of these committees deserves the honor. Nominations should be turned in by Friday, December 1.
- 4) The Personnel Committee approved Steve Ross as the Ski Train Chairman.

V-191

Motion K-1807

Barry Lazarus moved that the board approve Steve Ross as Ski Train Chairman.

Motion seconded and carried.

- 5) Barry announced that at 3:00 p.m. on Friday, December 1, the Christmas tree in the Main Lounge will be decorated. All board members and staff are invited to help trim the tree. Refreshments will be served.

Public Relations Committee Report

- 1) Ron Moe reported that the State of the Union Page is being discontinued permanently.
- 2) Ron stated that at the board-staff conference there was considerable discussion on the amount of money that has been spent on ads in the Daily. The Public Relations Committee recommends that during the second, third, and fourth weeks of Winter Quarter, the union do no paid advertising.

V-192

Motion K-1808

Jeff Brodtkin moved that no paid advertising be done during the second, third, and fourth weeks of Winter Quarter with exceptions to be approved by the Union Board of Governors.

Motion seconded.

There was discussion regarding the reason for this experiment.

This is being done to find out how effective our Daily advertising is and to determine to what extent advertising can be reduced in the Daily.

Motion carried.

The Monday Calendar in the Ivory Tower will continue throughout this period.

- 3) Ron Moe reported that the \$98.00 that the Union Board Council spent on their brochure has been taken out of the Brochure Budget in the Public Relations Area.
- 4) Ron announced that the union will have two pages in the Gopher this year.

#### Program Committee Report

- 1) Vice President Cameron reported on the attendance figures for programs so far this quarter. We have had 51 programs in the first seven weeks of the quarter compared to 117 for the Fall Quarter last year. There are 40 event reports to come in yet.
- 2) The deadline for the event reports is December 1.
- 3) Jim Cameron asked that the board members evaluate the budgets for their areas for this quarter. There will be a memo regarding this matter in their boxes. He explained that if a committee or area has a request for an increase in budget, or has good reason why their budget should not be decreased, the chairmen should submit these reasons to the Program Committee in writing before Wednesday, December 1. These requests should be placed in Jim Cameron's box in room 231.
- 4) Jim Cameron said that UNITHON Event reports should be placed in his box by the end of this week.
- 5) Jim announced that the first Program Committee meeting of Winter Quarter will be held in Room 227 at 12:30 p.m. on January 3.

Jim Cameron stated that the attendance at the board-staff conference was very poor. If board members don't want these conferences, they should let it be known.

#### Old Business

Motion K-1809

Edwin Braman moved that Motion K-1805 to keep the North Star Room open all night during finals be reconsidered.

Motion seconded and carried.

Motion K-1805 defeated.

<sup>U-194</sup>  
Motion K-1810

Karen Cravens moved to keep the North Star Room open during finals from December 7th until December 14th until 2:00 a.m.

Motion seconded

<sup>U-195</sup>  
Motion K-1811

Jim Cameron moved to amend Motion K-1810 by striking out "until 2:00 a.m." and inserting "all night".

Motion seconded and defeated.

Motion K-1810 carried.

<sup>U-196</sup>  
Motion K-1812

Karen Cravens moved to rescind Motion K-1802 which gives the rental fee of the Main Ballroom from the Football Convocation to the Union Jazz Workshop and Noon Programs Committee.

Motion seconded.

Karen explained that this will disrupt the maintenance budget.

Motion defeated.

Larry Leventhal inquired about the progress regarding the vending machines.

Mr. Starr explained that a letter has been sent to Mr. Lunden, and a meeting of the people concerned will be set up in the near future.

Mr. Starr gave a short talk on Expansion and Development. Since the Campus Club is thinking of putting air-conditioning in, the Union Board should be thinking of expanding our facilities also. Several years ago an Expansion and Development Committee was set up to study the needs that we have in the present and in the future. The members of this committee were selected from outside of the union board. A survey was conducted to find out what students, staff, and faculty felt was needed in terms of space. Suggestions were: a building on the North side of campus, smaller facilities in other buildings, an addition to Coffman Union, and a building on the West campus. Mr. Starr felt that an Expansion and Development Committee should again be reactivated. Mr. Starr suggested that President Moe, through the Executive Committee, set up an Expansion and Development Committee.

Jeff Brodick asked why all union facilities couldn't be located in this building and additions to this building.

Mr. Starr explained that with an enrollment as large as we have, union facilities have to be decentralized to be most useful to the students.

New Business

None

Announcements

- 1) Jim Tremann announced that board members who are planning on attending the Christmas Semi-formal should give him their names for table reservations.
- 2) Kay Balger asked to see the four chairmen of the Christmas Semi-formal after this meeting.
- 3) Larry Leventhal announced that the Art Craft Studio Committee now has a sub-committee called the Photo Committee.
- 4) Kathy Wagnild invited all board members to attend the Single Swing Dance in the Main Ballroom after the meeting.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

dh

December 26, 1961

Dear Board Member:

Attached you will find the results of nearly a week of writing and rewriting of the Board By-Laws. I would like to have you read them over, compare them to the old By-Laws, and send any comments you may have to me as soon as possible.

As you may recall, I asked at a Board meeting for any suggestions you had regarding revision of our rather out-of-date By-Laws. Using the suggestions I got, plus a few ideas of my own, I got what is attached.

I hope you appreciate my efforts, and I expect a flood of remarks soon!

Sincerely,



Ron Moe, President

RM:dh

P.S. The following are the major changes I have worked on these By-Laws:

1. Weekly meetings (Article I, Section B.)
2. Modification of attendance requirements (Article I, Section F.)
3. Incorporated new Board officers and area structure (Article II & Article III, Section D)
4. Revised and simplified description of Standing Committee Duties (Article III, Section G), particularly with the Personnel Committee
5. New Program Budget procedure (Article III, Section G., Subsection 2b, 2c, & 4e)
6. Dropped mention of Public Relations Bureau and Personnel Bureau.
7. Rewritten description of Area Director duties and responsibilities (Article IV)
8. Generally "cleaned up" organization and structure

RM

dh



PROPOSED REVISION

UNIVERSITY OF MINNESOTA  
UNION BOARD OF GOVERNORS

BY-LAWS

Article I - Meetings

Section A. Annual Meetings

The Annual Meeting of the Board shall be held not later than three weeks following official spring elections each year.

Section B. Regular Meetings

1. There shall be weekly meetings during the fall, winter, and spring quarters, except for the week immediately preceding finals each quarter.

2. There shall be a minimum of two meetings summer quarter, June 16 to September 15 inclusive.

Section C. Special Meetings

Special meetings of the Board may be called by the President of the Board or by any 10 members of the Board at such time and place as they may deem expedient, and for the purpose of handling only specially designated business.

Section D. Place of meetings

All meetings of the Board shall be held in the Coffman Memorial Union building at the University of Minnesota unless otherwise ordered by the Board.

Section E. Quorum

A majority of the entire board shall be necessary to constitute a quorum, except as otherwise provided herein. A smaller number may receive the reports of the committees and declare an adjournment; and if a majority of the members of the executive committee are present, those present may resolve themselves into a meeting of that committee. During the summer quarter, June 16 to September 15 inclusive, a quorum for meetings shall consist of all board members available but in no case less than five.

Section F. Notification and Attendance

1. Every member must be duly notified in writing of the annual, regular, and special meetings of the Board. This will normally be done through notice in the minutes.

2. Any Board member absent from a duly called meeting must present an excuse to the Executive Committee prior to the next regular meeting of the Executive Committee. The Executive Committee shall review the excuse and report to the Board.

a. Any Board member who has, during a year, four or more unexcused absences from Board meetings of which he has been duly notified, shall automatically relinquish his Board membership. As a result of such membership termination, the dismissed Board member shall relinquish any claim to his alumni board member privileges.

b. Excessive absences from Standing Committee meetings may also be cause for relinquishing Board membership. Excessive absences will be construed to be more than 3 unexcused absences in any single quarter. Such excessive absences are to be reported to the Executive Committee by the

standing committee chairman for action.

c. Any Board member missing the first 15 minutes of a Board meeting or a standing committee meeting shall be considered absent until excused by the Executive Committee. Leaving meetings early may also be considered an absence if the member leaves when a considerable portion of the agenda is still to be dealt with. Excuses for early leaving are also to be made to the Executive Committee.

d. Attendance figures will be kept by the Recording Secretary and the Secretary-Treasurer.

#### Section G. Business Before the Board.

Matters for consideration by the Board shall be submitted in writing to the President prior to the meeting of the Board at which action is expected. He may place them on the agenda or refer them to the appropriate standing committee.

#### Section H. Order of Business

Unless otherwise ordered by the Board, the order of business shall be as follows:

1. Approval of Minutes
2. Reports of Standing Committees
  - a. Executive
  - b. House and Finance
  - c. Program
  - d. Personnel
  - e. Public Relations
3. Reports of Special Committees
4. Old Business
5. New Business

#### Section I. Rules of Procedure.

All business coming before the Board shall be conducted according to Robert's Rules of Parliamentary Procedure except as modified by the Board. Meetings of the Board shall be open except upon approval by the Board when the Board may wish to enter an executive session.

#### Section J. Minutes of proceedings

Minutes of the proceedings of the Board shall be kept by the Recording Secretary. As soon as practicable after the record of proceedings has been perfected, the recording secretary shall transmit to each member of the Board a copy of such record. All lengthy reports shall be referred to in the minutes, and shall be kept on file as part of the Board records; but such reports need not be incorporated in the minutes except as and when ordered by the Board.

### Article II - Officers of the Board

#### Section A. Enumeration.

1. The officers of the Board shall be president, vice-president, secretary-treasurer, recording secretary, and such others as the Board may designate.

2. The officers shall be chosen by the Board from its student membership provided that the Board may make an exception in the case of the recording secretary.

3. The Director of Student Unions shall be Recording Secretary of the Board.

#### Section B. Mode of Election and Term

The officers of the Board shall be elected by the Board at the annual meeting and shall hold office for a term of one year and until their successors are elected.

#### Section C. Vacancies

Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointed official. All vacancies shall be filled only for the balance of the unexpired term. Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected and appointed in the spring.

#### Section D. Duties of Officers

##### 1. President of the Board

The President of the Board shall perform such duties as are usual to the office. He shall preside at all meetings of the Board but the vice-president or a member may act as chairman of the Board at his request. When the office of president is vacant or the president absent, the vice-president shall act as president pro tem.

##### 2. Vice President

a. The vice-president shall in the absence of the president perform all the duties of the president.

b. The vice-president shall be an ex-officio member of all standing committees and shall be chairman of the Program Committee.

##### 3. Secretary-Treasurer

a. The secretary-treasurer shall be a member of the Executive Committee and Chairman of the House and Finance Committee.

b. The secretary-treasurer shall act as secretary of the Executive Committee.

c. The secretary-treasurer shall work with the recording secretary and the Program Office to see that all Board records are accurately and carefully kept.

##### 4. Recording Secretary

It shall be the duty of the Recording Secretary to record all the proceedings of the Board and carefully reserve all its books and papers and to perform such other duties as the board may from time to time direct.

### Article III - Committees of the Board

#### Section A. Standing Committees

There shall be the following standing committees:

1. Executive
2. House and Finance
3. Personnel

4. Program
5. Public Relations

#### Section B. Manner of Appointment

The Executive, House and Finance, and Program Committee chairmen are the President, Secretary-Treasurer, and Vice-President, respectively, elected at the annual meeting of the Board. The chairman of the Personnel and Public Relations Committees are appointed by and from the Board, on recommendation of the Executive Committee, at the first regular meeting of the Board following the annual meeting.

#### Section C. Special Committees

Representatives of the Board in appropriate number and qualification shall be appointed by the President at the will of the Board to serve on such special committees as the Board may deem necessary.

#### Section D. Programming Committees

The Board shall create whatever programming committees it deems necessary to carry out the programming activities in the various areas. These committees shall be open to non-Board-members and each Area shall be supervised by a member of the Board. The Areas of programming shall be:

1. Fine Arts
2. Graduate
3. Music
4. Recreation
5. Social
6. Special Events
7. Topics
8. Varieties

The activities of the Area Directors shall be coordinated by the Program Standing Committee.

#### Section E. Membership of Standing Committees:

1. Executive Committee
  - a. The President of the Board shall be chairman
  - b. The Vice-President and Secretary-Treasurer shall be members
  - c. One Student and one Non-student member to the Executive Committee shall be elected by the Board at its first regular meeting following the annual meeting. They shall belong to no other committees and the student shall be an area director.
  - d. The Director of Student Unions shall meet with this committee.
2. House and Finance Committee
  - a. The Secretary-Treasurer of the Board shall be chairman.
  - b. Two student and one non-student members shall be appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.
  - c. The Director of Student Unions or his representative shall meet with this committee.

3. Personnel Committee

a. A student chairman, two student members and a non-student member shall be appointed to this committee by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.

b. The Director of Student Unions or his representative shall meet with this committee.

4. Program Committee

a. The Vice-President of the Board shall be chairman.

b. Two student and one non-student members shall be appointed by the Executive committee at its first meeting following the annual meeting, subject to the approval of the Board.

c. The Program Director shall meet with this committee, representing the Director of Student Unions.

5. Public Relations Committee

a. A student chairman, two student members and a non-student member shall be appointed to this committee by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.

b. The Director of Student Unions or his representative shall meet with this committee.

Section F. Meetings

Meetings of the standing committees of the Board may be called by the chairman, or shall be called by the chairman upon the request of two members of the committee, or upon request of the President of the Board.

Section G. Duties

1. The Executive Committee shall:

- a. serve as a general steering committee for the Board
- b. report and act for the Board during intervals between meetings.
- c. select all standing committee chairmen and members and the Area Directors subject to the approval of the Board
- d. deal with those matters not falling within the jurisdiction of any of the other standing committees
- e. such other duties as the Board may from time to time direct.

2. The House and Finance Committee shall:

- a. prepare and present to the Board an annual budget for its consideration and approval
- b. prepare annually and adjust quarterly, the program budget, upon recommendation from various standing committees; present this budget and adjustments to the Board for approval
- c. examine and report on quarterly financial operations and results, both departmental and program
- d. recommend from time to time changes in financial policy
- e. prepare and promulgate rules for the use of the Union facilities and conduct in the building approved by the Board.

- f. consider and report on all problems relating to use of and identification for use of Union facilities.
  - g. conduct studies and make recommendations to the Board on use of Union facilities.
  - h. consider all matters concerning the general use of Union facilities
  - i. undertake such other duties as the Board may from time to time direct.
3. The Personnel Committee shall:
- a. study with a view to developing and improving the personnel policies of the Board
  - b. consider and recommend to the Board changes in and improvements of the personnel system
  - c. work cooperatively with area directors and chairmen of standing committees to accomplish an effective personnel program
  - d. be responsible for effective working of the merit system
  - e. conduct and coordinate all leadership & training activities of the Board
  - f. work closely with the personnel standing committee in informational programs and recruitment
  - g. the chairman shall act as area director to committees under the Personnel Committee.
  - h. undertake such other duties as the Board may from time to time direct.
4. The Program Committee shall:
- a. study with a view to coordination and improvement, the program activities of the Board
  - b. consider and recommend changes in and improvements of the program
  - c. be responsible for scheduling Board activities sufficiently far in advance so that adequate program plans and publicity can be developed.
  - d. endeavor to coordinate union program activities with those of other campus organizations.
  - e. adjust quarterly the budget allocations to the programming committees in the eight areas, and recommend a total programming budget to the House and Finance Committee.
  - f. consider and report on all problems relating to identification for admittance to union events.
  - g. undertake such other duties as the Board may from time to time direct.
5. The Public Relations Committee shall:
- a. endeavor to promote a feeling of good will and cooperation with the student body
  - b. consider and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities
  - c. be the coordinator of the Union Board publicity

- d. study with a view to improvement and developing all Union publicity and public relations efforts
- e. work closely with the Personnel standing committee in informational programs and recruitment
- f. The chairman shall act as area director to the committees under the Public Relations Committee.
- g. undertake such other duties as the Board may from time to time direct.

#### Article IV - Area Directors

##### Section A. Appointment

Area Directors are student members of the Board appointed by and from the Board, on recommendation of the Executive Committee, at the first regular meeting of the Board following the annual meeting.

##### Section B. Responsibilities

1. As representatives of and responsible to the Board, the Area Directors have sole responsibility for the formulation and execution of programs in their specific areas.
2. To assist the Area Directors in fulfilling this function, each Area has been assigned certain programming committees within the framework of the area to carry out the program activities.
3. The committee chairmen are solely responsible to the Area Director for proper execution of program in their particular committee.
4. Final authority for all decisions affecting the area program lies with the Area Director. Specifically delegated responsibilities may be made and clarified by the Area Director for the committee chairmen.

##### Section C. Duties

1. To serve as the link between the Board and the committees in his area
2. To possess thorough knowledge of the activities of the committees in his area
  - a. Through attending committee meetings and events
  - b. Through reading reports of past Area Directors
  - c. Through close personal contact with committee chairmen
3. To work closely with his program consultant at all times
4. To give guidance, encouragement and suggestions to his chairmen
5. To be alert to new committee personnel and new programming ideas
6. To make a written annual report on the activities of each committee in his area
7. To make periodic informal reports to the Board on his Area
8. To see that all event reports, merit reports, and personnel rosters for his committees are up to date and turned in promptly.
9. To see that all Board and University policies applicable are observed and enforced in his committees and their activities
10. To leave direct control of the committees up to the chairmen unless
  - a. There is no chairman
  - b. The chairman fails to fulfill the responsibilities given to him

## Article V - Appointment to the Board

Nine of the student members of the Board shall be appointed by a committee (described in Article III, section 3 of the Constitution, composed of the following members)

1. Two selected by and from the Board
2. One selected by the Minnesota Student Association
3. One selected by the Dean of Students' Office
4. One selected by the Vice-President, Academic Administration

Section A. The committee shall meet one week prior to the closing of filing for spring elections held by the Minnesota Student Association.

Section B. The President of the Union Board shall call the first meeting, at which time the Committee shall choose its own chairman by a majority vote, and any committee procedure or policy not specified by these By-Laws shall be decided by a majority vote of the Committee.

Section C. The members of the Appointing Committee shall inform themselves as completely as practical as to the duties and qualifications of Union Board membership.

(rest of Article V same as old by-laws)

## Article VI - General Rules and Regulations

Section A. No member of the Board shall be employed and paid from any budget under the control of the Board.

Section B. No personal expenses incurred by any Board member or student committee chairman or member in connection with a Union event shall be paid from Union funds unless it was budgeted for in advance and approved by the Board.

## Article VII - University Village Union Charter

(same as in old by-laws)

## Article VIII - Approval and Amendment of By-Laws

These By-Laws shall take effect after approval by two-thirds majority of the whole Board at any meeting and may be amended by two-thirds vote of the whole Board at any meeting, provided, however, that notice of any proposed change must be given in writing to the members of the Board at least one week in advance of the meeting scheduled to consider such change.

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UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

January 10, 1962

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Board openings
    - 2) Absences excused
    - 3) By-Laws
    - 4) January 24th Board meeting
    - 5) Meeting time
    - 6) *Naison Committee*
  - B. House and Finance Committee
    - 1) Exceptions to House Rules
    - 2) Terrace Reading Room
    - 3) Quarterly Report
    - 4) Vending Machines
    - 5)
  - C. Personnel Committee
    - 1) *Summir*
    - 2) *Chairmanship*
    - 3)
    - 4)
    - 5)
  - D. Public Relations Committee
    - 1) Advertising study
    - 2) Showcase
  - E. Program Committee
    - 1) *Co-sponsorship*
    - 2) *Budget*
    - 3) *Attendance*
    - 4) *Unithon*
    - 5) *General Program*
    - 6) *G.O.*
- III. Old Business
  - A.
- IV. New Business
  - A.
- V. Announcements
  - A.
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of January 10, 1962

Members Present:

Jeff Brodtkin, Jim Cameron, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon L. Starr, Dr. Donald Zander.

Members Absent:

Mr. Ed Braman

Others Present:

Mr. Ted Kaul - Program Director, Miss Jerry Williams - Daily Reporter, Pat Kay - Senior Secretary.

The meeting was called to order at 6:35 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) President Moe reported that the Executive Committee had accepted the resignations of two Board members: Kay Balzer, Special Events area, and Karen Quam, Varieties area. He asked that if anyone wishes to change his area in order to take over one of these two vacancies, they should contact him, after which the vacancies will be advertised and applications invited.
- 2) President Moe reported that Myra Shiff was now back, after her excused absences during the last half of the Fall Quarter, due to illness.
- 3) President Moe presented and explained the amended By-Laws, which had already been circulated to all Board members. Mr. Starr said that the Board should be grateful to Ron for the vast amount of work he put in on the By-Laws. Considerable discussion took place about the amended By-Laws, at the end of which, Barry Lazarus suggested that a special meeting should be called in which Board members could bring their ideas and suggestions. President Moe suggested that a meeting be called for Tuesday of next week for all those interested.
- 4) President Moe reported that President Wilson will be attending the Board meeting on January 24th. This will be a dinner meeting.
- 5) President Moe reported that the meeting time of the Executive Committee has been set for 4:30 p.m. on Tuesdays in Room 227.
- 6) President Moe reported that Jim Cameron has expressed interest in the Vending Machine situation, and that the Liaison Committee, consisting of three members of the Board and two members appointed by the Vice

President of Business Administration, will be set up. This committee is set up in the Board Constitution and has the power to negotiate with Physical Plant and Food Services with respect to student grievances. Two Board members have already volunteered to serve on this committee, and President Moe called for one more volunteer. The committee now stands at Karen Cravens, Myra Shiff, and Jim Cameron, and it will investigate such matters as the high price for food, and jurisdiction over vending machines in the building.

Mr. Felber, Director of Coffman Food Service, and Mr. Carlson, Director of University Services, also had expressed their desire for a committee of this sort to be set up so that they could be kept informed of student grievances.

### House and Finance Committee Report

- 1) Karen Cravens read three exceptions to the House Rules. The House and Finance Committee had approved exceptions to the House Rules to allow:
  - 1) Minnesota High School Press Association to use the Main Ballroom on Friday, April 27, 1962. This event will be co-sponsored by the Journalism Department.
  - 2) the Business School at the University of Minnesota to use the Main Ballroom on Friday, April 13 for a luncheon.
  - 3) to allow the Bridge Committee to use the Game Room for a Bridge Tournament on Thursday, January 11 from 3:30 - 6:00 p.m.
- 2) Karen Cravens reported that Ted Kaul had suggested that the television set be moved into the Main Lounge for the State of the Union televised message at 11 a.m. Thursday, January 11. The House and Finance Committee approved this request, if some arrangement could be made to move the set.
- 3) Karen Cravens asked for the Board's approval on a request from the Social Service Council, who are running a Cancer Drive, for them to use four of the Union's bowling lanes, to let people bowl against a local disc jockey, for an extra 10¢ charge, which would go to the Cancer Drive.

Larry Leventhal felt that, for the extra people coming in to support the Cancer Drive, the Union could afford to make the charge 35¢ anyway, this including the extra 10¢ charge. Karen Cravens said she felt it would be the equivalent of spending the students' money through fee statements by contributing to a charity in this way - she felt that they should be able to do so individually if they wished.

Dr. LaBerge suggested that a box might be put up at the entrance to the Bowling Lanes so that people could contribute as they wished, instead of making them pay an extra 10¢.

Mr. Starr pointed out that it had been thought that fees would have to be increased since the Union did not have the money it needed to function properly. He was sure that if we started putting money towards things other than Union affairs, it would be difficult to justify a fee increase.

U-181

Motion K-1813

Karen Cravens moved that the Board approve the request of the Cancer Drive promoters to have exclusive use of four of our Bowling Lanes and to charge an extra dime for people to bowl against a disc jockey, the extra proceeds to go to the Cancer Drive.

Dr. Thomas questioned whether Board approval was necessary on matters such as reserving Bowling Lanes. Karen Cravens explained that it was in fact House and Finance Committee business, but that this matter had come up too late for the committee to deal with it; and since the event will take place Tuesday through Thursday of next week, it had been brought to the Board.

No second to Motion K-1813.

Ron Moe suggested that the Board empower the House and Finance Committee to act on this matter.

U-182

Motion K-1814 Moved that the Board empower the House and Finance Committee to act.

Motion K-1814 seconded and carried.

- 4) Karen Cravens stated that Dick Dieroks had requested the use of the Terrace Reading Room for programs during the Noon Hour. This would not interfere with normal Noon Hour programs. The House and Finance Committee had approved this request.
- 5) Karen Cravens presented and explained the Quarterly Report for the period from July 1, 1961 to September 30, 1961, which covered Coffman Union and the Village Union.
- 6) Karen Cravens reported that Mr. Starr and Mr. Getchell had met with Mr. Felber and Mr. Carlson, and that they had come to an agreement about vending machines. Essentially, this agreement meant that responsibility for various machines had been split according to the type of food supplied. The Union would take care of candy, cigarette and soft drink machines. Food Service would take care of sandwich, ice cream, milk, coffee and potato chip machines. The Union would lose one ice cream machine, and gained three candy bar machines, and two cigarette machines from outside the cafeteria. The Food Service and the Union each keep the pop machines they already own. The Union owns one pop machine in the Bowling Lanes and one in the Billiard Room. The machine in the North Star Room belongs to Food Service. When a new machine is to be installed, Food Service and the Union will consult one another, and in this way both parties could be kept informed and satisfied.

U-183

Motion K-1815

Karen Cravens moved that the Board approve the vending machine policy as reported by Mr. Starr, and that a review should be made of this policy in a policy statement which will be brought up in a few months' time.

There was no second for this motion.

Dr. LaBerge felt that a strong protest should be made about the fact that the pop machine in the North Star Room was still owned by the Food Service, since the room itself belongs to the Union, and since so many students use this room for studying.

Jim Tremann felt that the matter should be referred back to the committee, and negotiations should be started for the vending machines in the North Star Room, since these brought in a great part of all the revenue from the machines.

Karen Cravens pointed out that the Union had originally exchanged the North Star Room with the Food Service for the Art Craft Studio area, and also that the North Star Room was almost equally shared between the two, since Food Service owns the tables and chairs and students study there at any time when the tables are not being used to serve meals.

It was decided that the whole matter should be taken back to the House and Finance Committee.

#### Personnel Committee

- 1) Barry Lazarus thanked all the Board members for attending the Summit Conference. He announced the following awards given at the Summit:

##### Committee of quarter - Variety Dance

###### Chairman

Kathy Dibble - Homecoming  
Judy Hoy - Variety Dance  
Mike Hartigan - AFS

Steve Mosow - Co-Rec  
Dave Herman - WSMR

###### Committee Members

Dan Paskewits - UBC  
Karla Anderson - Xmas Sing  
Carolyn Wagnild - Variety Dance  
Barbara Blomquist - Talent Assoc.  
James Schreier - WSMR  
Daniel Peitson - Square Dance  
Sharon Phillips - UBC - from  
Semi-Formal  
Larry Sigurdson - UJW  
Jeff Jordan - ACS - Photo  
Terry Nagle - Ad Agency  
Debby Wright - Charn

Tim Nixon - UBC  
Judy Mitera - FAG  
Lonnie Fons - Variety Dance  
Sally Lier - Talent Assoc.  
Barbara Bates - Square Dance  
Julie Nelson - UBC - from Semi-  
Formal  
Bill Wanner - Focus  
Warren McLaughlin - Outing Events  
Sandy Fangeire - ACS  
Ward Wixon - Ad Agency

#### Motion K-1816

Barry Lazarus moved that the Board approve a letter which he had written to the Daily Editor, in which he complained about the coverage given to

the Union by the Daily.

Motion seconded.

This led to a discussion on the inadequacies of the Daily coverage in Union affairs. Myra Shiff said that at present she was making a special advertising study on Union advertising in the Daily, and at this time, she felt it would not be diplomatic to write them an angry letter. Jeff Brodtkin felt that the Union should not be the only ones aware of inadequate reporting, and that therefore, the letter should be sent. Myra Shiff said she felt the Board should come to some agreement before a letter of this kind was sent off. Mr. Starr suggested that the Editor or Assistant Editor should be invited to a Board meeting, when the whole matter could be discussed. Miss Jerry Williams said that the reporters were merely assigned a certain area to cover, and that they had no way of knowing how much would be printed on any given subject.

Motion K-1816 withdrawn.

<sup>U-185</sup>  
~~Motion K-1817~~ Moved that the appropriate Daily editorial people be asked to attend the next Board meeting.

Motion seconded.

Myra asked that she be the one to invite them.

Motion carried.

- 2) Barry Lazarus reported that there were too many chairmanship vacancies at the moment for the committees to function properly. He hoped that all area directors would make the effort to find new members. Chairmanship openings are in the following areas: Graduate, Outings Instruction, Bridge, Table Tennis and Billiards, Single Swing, Summer Programming, Student-Faculty Relations, Student Services Committee, and Ad Agency. Applications for any of these committee chairmanships, will be accepted at any time from the end of the meeting.

#### Public Relations Committee

- 1) Myra Shiff reported on the advertising study which the Board is making to determine the effectiveness of advertising in the Daily, and whether all the expense is justified. She asked that Board members help by keeping notations of the various events in their areas, recording a general description of the event, the number of people attending each event, and then comparing this figure with that of the same or a similar function at the same time last year, bearing in mind that last year's events would have been advertised in the Daily. The object of the study is to find how strong the correlation is between Daily advertising and program attendance. Myra Shiff asked Board members to encourage their chairmen to use the sheets given them for the purpose of keeping records of this sort. Mrs. Pat Mattheisen will have extra copies in her room.

- 2) Myra Shiff said that anyone wanting to use the Public Relations showcase for poster displays, were welcome to do so. People should contact her, and it would be a case of first come, first served.

#### Program Committee

- 1) Jim Cameron announced approval of a cosponsorship between the American Foreign Students and the MSA, for two movies to be shown on Friday, January 12, in the Main Ballroom, entitled "The Middle East" and "Gandhi". The costs would be split in half between the Union and the co-sponsor.

He also announced approval of a co-sponsorship between the American Foreign Students and the MSA, for a movie called "The Face of Red China" which was shown Tuesday, January 9 in the Main Ballroom, before approval of the Board could be asked.

He also announced approval of a co-sponsorship between the United States Government and Noon Programs for Government Career Days to be held on January 22, 23 and 24 for the purposes of acquainting students with careers in all levels of government. This is to be held in the Main Ballroom, and all expenses will be paid by the government.

- 2) Jim Cameron presented and explained his financial report for the Fall Quarter of 1961, of which each Board member had a copy. The budget adjustments for Winter Quarter were also on the report. He said that most committees at this stage still have two-thirds of their budget left. If any member disagrees with the adjustments shown in this report, they should consult Jim Cameron, who will in turn take it to the Program Committee. He thanked Ron Moe for doing the adjustments in his absence during vacation.
- 3) Jim Cameron presented the Program Attendance Report for the Fall Quarter of 1961. He said he would welcome any ideas for programs, and he would like to have an ideas session included in the Board meeting of January 24. Board members should have ideas ready for this meeting.

Jeff Brodtkin reported that the Program Committee had some time ago allotted money to the Chess Committee to send a freshman student, Norris Weaver, for the National Intercollegiate Individual Chess Championship for 1961 in Baltimore, Maryland. This event has been a real lift to the Chess program, since Norris Weaver had done extremely well in the Championship.

- 4) Jim Cameron reported that a committee entitled Unithon has been set up in the area of Special Events. This committee could start off with a late Spring Quarter Unithon. A regular meeting could be held after that. Barry Lazarus pointed out that the Campus Carnival was held in the Spring Quarter, and he felt that before interviews were held for the Unithon Committee, the Board should consider whether it really wanted to put on a Unithon at that time. Jeff Brodtkin felt that Unithon should be put on. Myra Shiff felt that many people would be involved in the Campus Carnival, following which much time would be taken up with

Finals, Graduation, etc., so that people might not have too much time to devote to the planning of Unithon in the Spring Quarter. Jeff Brodtkin asked why Unithon couldn't be held at the end of the Winter Quarter instead, with all the activities coming up in the Spring Quarter. Jim Cameron felt it would be too late to organize a Unithon for this quarter. Ted Kaul reported that there was a student who frequently came to his office who had drawn up a very detailed list about how he would organize Unithon, the costs, and he already had a committee of girls who were willing to help him! Barry Lazarus felt that there should be one Unithon per year, and one only. However, the committee has been established and, plans are up to them when a chairman is appointed.

- 5) Jim Cameron asked each Board member to tell the Board about any good programs coming up in their area.

Jim Tremann, reporting for the Graduate Committee, said that on January 24, there will be a Coffee Hour, during which a member of the Minnesota Civil Service will give a talk on opportunities.

Larry Leventhal said that instructional classes in a wide variety of different things will begin in the Art Craft Studio, and these classes will be open for registration in the next week or two. There is a show in the Fine Arts Gallery of a collection of works by Ken Johnson, a graduate student here at the University.

Jeff Brodtkin reported that there would be a Bridge Tournament in the Game Room on Thursday, January 11. The Ski-Train outing would be on the weekend of February 9, and he would see if Board members could attend this at a reduced rate.

Dr. LaBerge said that there would be a Kaffee Konzert, complete with Viennese Orchestra next Wednesday in the Main Ballroom - this event would be co-sponsored by the Union and the Department of Concerts and Lectures.

Mr. Starr said that he had attended several of these concerts as had a great number of Board members, and he felt that the Board should be grateful for the fine contribution and the great technical help which Dr. LaBerge had given to the concerts, and has in no way received or wanted remuneration.

Barry Lazarus reported that a Coffee Hour would be held at some time in the next ten days (Tuesday next at 11:30 in Room 320). He also said that a leadership seminar would be held in the near future for those who were not able to attend the Summit last Saturday.

Kathy Wagnild reported that the Variety Dance Committee is co-sponsoring a dance on Friday, January 19, with the theme of The Gay Twenties. A Single Swing Event will also be held on Wednesday, January 17.

She asked also for any suggestions on how to attract more interest from students in Square Dancing, since attendance figures keep dropping.



Karen Poulson said that a Coffee Hour would be held in the Women's Lounge with the Convocation speaker, and a student from Poland. It had been suggested that a panel discussion might be held with the speaker, Mr. Julien Bryan.

Jane Rohrer reported that the Coffman Musicale Committee would be co-sponsoring The Journeymen from The Padded Cell in a program to be held in the Main Ballroom, Thursday this week, at 12:30.

Jane also reported that, starting next Tuesday, there would be a Hi-Fi Listening Hour from 11:30 - 1:30. All types of music will be represented.

Mr. Starr reported that, as a result of sending out invitations to the Christmas Semi-Formal, some sixty-four changes had been made in the alumni Board addresses, bringing the records more up to date. He had also received many letters of thanks from alumni members for this event, which he had passed on to Ron Moe.

Mr. Starr said that very few people had used the North Star Room after 1 a.m. during finals, even though it had been left open until 2 a.m. He felt that this fact should be taken into consideration in the future when planning hours when the room should be open for study.

Jim Cameron then explained that the initials "G.O." stood for "Good of the Order".

Old Business

U-186

Motion K-1818

Jim Cameron moved that henceforth all UBOG members be entitled to free billiards and table tennis, and bowling at cost.

Motion seconded.

U-187

Motion K-1819

Larry Leventhal moved that Motion K-1818 should include the words "all UBOG members and all Union privileged card holders".

No second.

Myra Shiff felt that the motion should also include parking facilities for UBOG members.

Jeff Brodtkin felt that such a favor would not be excessively used by Board members, and that it might increase the morale of the Board and raise their status in the eyes of others. He felt that Board members held a special position, and should have a few special privileges. Barry Lazarus felt that, since Board members put a 10th of time and effort into business, small privileges of this sort should be allowed as a small compensation.

Dr. LaBerge felt that to grant Board members a favor of this sort would be to invite criticism from students.

From the point of view of the Personnel Committee, Jim Tremann did not feel that a privilege of this sort would necessarily be of any help in recruiting.

Question was called.

Motion K-1819 was defeated.

New Business

Myra Shiff thanked all the Board members who took over her work during her absence. She appreciated all the inquiries and good wishes that had been sent to her.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

pk

PROGRAM ATTENDANCE REPORT

Fall Quarter, 1961

AREAS & COMMITTEES	1960			1961		
	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.
<b>FINE ARTS AREA</b>						
Art Craft Studio	2	1075	538	2	1234	617
Fine Arts Gallery	0	0	0	1	40	40
Talent Associates	*6	932	155	7	495	71
<b>TOTAL</b>	<b>8</b>	<b>2007</b>		<b>10</b>	<b>1769</b>	
<b>GRADUATE AREA</b>						
Social Programming	**2	100	50	4	162	41
<b>TOTAL</b>	<b>2</b>	<b>100</b>		<b>4</b>	<b>162</b>	
<b>MUSIC AREA</b>						
Classics Corner	#2	18	9	5	2763	553
Coffman Musicale	1	1272	1272	5	4505	901
Union Jazz Workshop	9	6113	679	7	3225	461
Christmas Sing	3	4000	1333	3	5300	177
<b>TOTAL</b>	<b>15</b>	<b>11403</b>		<b>20</b>	<b>15793</b>	
<b>RECREATION AREA</b>						
Outing Instruction	3	62	21	0	0	0
Outing Events	1	28	28	1	13	13
Co-Rec	5	999	200	8	1432	179
Bridge	2	68	34	7	143	20
Bowling	4	185	46	3	149	50
Chess	0	0	0	3	121	40
Table Tennis-Billiards	2	38	19	0	0	0
<b>TOTAL</b>	<b>17</b>	<b>1380</b>		<b>22</b>	<b>1858</b>	
<b>SOCIAL AREA</b>						
Dance Instruction	8	1282	160	8	1815	227
Single Swing	7	3025	432	8	5882	735
Variety Dance	3	1589	530	5	##4613	923
Square Dance	7	773	110	7	587	84
<b>TOTAL</b>	<b>25</b>	<b>6669</b>		<b>28</b>	<b>12897</b>	
<b>TOPICS AREA</b>						
American-Foreign Students	9	862	96	3	192	64
Focus	4	190	48	4	130	33
Student-Faculty Relations	2	65	33	6	178	29
<b>TOTAL</b>	<b>15</b>	<b>1117</b>		<b>13</b>	<b>500</b>	
<b>VARIETY AREA</b>						
Charm	5	1164	233	3	791	263
Noon Programs	28	25836	923	35	34700	991
Mag	=	=	=	5	400	80
<b>TOTAL</b>	<b>33</b>	<b>27000</b>		<b>43</b>	<b>35890</b>	

\*1960 total represents two committees #As Hi Fi Committee  
 \*\*1960 figures represent a committee in Social Skills Area ## Dorsey performance listed under Single Swing

1960

1961

AREAS & COMMITTEES	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.	NO. EVENTS	TOTAL ATTEND.	AVERAGE ATTEND.
<b>PERSONNEL</b>						
Coke Hours	10	521	52	4	505	126
<b>TOTAL</b>	10	521		4	505	
<b>PUBLIC RELATIONS</b>						
Ad Agency	1	12	12	1	17	17
WMMR	2	5500	2750	2	105	53
Tours	1	30	30	1	15	15
President's Reception	1	700	700	1	800	800
<b>TOTAL</b>	5	6242		5	937	
<b>TRAINING</b>						
Leadership Seminars	2	21	11	2	41	21
Union Board Council	10	313	31	10	352	35
UBOG Training Session	2	15	8	2	25	13
Counselor Orientation	2	39	20	0	0	0
<b>TOTAL</b>	16	388		14	418	
<b>SPECIAL EVENTS</b>						
Coffman Capers	1	4000	4000	1	4000	4000
Homecoming Dance	1	4400	4400	1	4400	4400
Unithon	0	0	0	1	1200	1200
Christmas Semi-Formal	1	470	470	1	578	578
Mort Sahl-Limelighters	1	4500	4500	0	0	0
<b>TOTAL</b>	4	13,370		4	10,178	
<b>PROGRAM GRAND TOTALS</b>	150	70,197		167	80,908	
<b>SERVICE AREAS</b>	<b>Weeks</b>			<b>Weeks</b>		
Fine Arts Gallery	figures not kept			8	16000(est.)	2000
Art Craft Studio	13	1571		13	1954	150
Outing Rentals	12	201		12	168	14
Talent Referrals	figures not kept			12	6	
<b>TOTAL</b>		1772			18,128	

12/13/61  
ba

UNIVERSITY MINNESOTA  
Coffman Memorial Union

FINANCIAL REPORT, FALL QUARTER 1961

AREAS and COMMITTEES	ORIGINAL BUDGET	INCOME	ACCOUNTS PAYABLE	EXPENSE	BALANCE	ADJUSTMENTS	ADJUSTED BALANCE
<b>FINE ARTS AREA</b>							
Art Craft Studio	\$ 500.00	\$ 0	\$ 41.25	\$ 76.46	\$ 382.29	0	\$382.29
Fine Arts Gallery	500.00	100.00	100.00	180.78	319.22	0	319.22
Talent Associates	700.00	0	7.00	192.98	500.02	0	500.02
<b>GRADUATE AREA</b>							
Graduate Students	500.00	0	41.45	77.14	381.41	0	381.41
<b>MUSIC AREA</b>							
Classics Corner	500.00	0	16.80	313.20	170.00	230.00	400.00
Coffman Musicals	500.00	0	19.75	89.27	390.98	0	390.98
Union Jazz Workshop	800.00	979.16	53.75	1792.89		167.48	100.00
Christmas Sing	150.00	0	6.00	125.07	18.93	-18.93	0
<b>RECREATION AREA</b>							
Bowling	400.00	243.40	55.46	323.62	264.32	0	264.32
Bridge	200.00	227.96	87.40	218.45	122.11	0	122.11
Chess	100.00	46.00	21.83	31.06	93.11	106.89	200.00
Table Tennis	100.00	0	0	0	100.00	-50.00	50.00
Co-Rec Nights	150.00	0	42.75	44.00	63.25	36.75	100.00
Outing Events	450.00	63.35	32.50	200.08	280.77	0	280.77
Outing Instruction	100.00	0	0	0	100.00	0	100.00
Ski Train	0	0	8.40	8.25	-16.65	0	-16.65
<b>SOCIAL AREA</b>							
Dance Instruction	200.00	438.50	68.75	329.69	210.06	-90.06	150.00
Single Swing	0	912.72	186.25	511.76	214.71	-114.71	100.00
Square Dance	100.00	230.50	82.85	311.95		114.30	50.00
Variety Dance	500.00	1699.17	101.40	1524.48	573.29	0	573.29
<b>SPECIAL EVENTS</b>							
Homecoming	0	6450.50	303.15	4245.56	1901.79	-1901.79	0
Welcome Week	800.00	0	53.15	776.44	-29.59	29.59	0
Christmas Semi-Formal	0	833.00	129.53	494.15	209.32	-209.32	0
Creative Arts Festival	1500.00	0	75.00	5.92	1419.08	0	1419.08

AREAS and COMMITTEES	ORIGINAL BUDGET	INCOME	ACCOUNTS PAYABLE	EXPENSE	BALANCE	ADJUSTMENTS	ADJUSTED BALANCE
<b>TOPICS AREA</b>							
American Foreign Students	\$300.00	0	0	\$ 57.28	\$242.72	\$-42.72	\$200.00
Focus	500.00	0	7.35	75.17	417.48	-67.48	350.00
Student-Faculty Relations	300.00	0	56.00	104.06	139.94	0	139.94
<b>VARIETY AREA</b>							
Charm	300.00	0	23.75	44.97	231.28	0	231.28
Noon Programs	1500.00	0	11.34	766.94	721.72	0	721.72
Stag	300.00	149.50	11.25	209.96	228.29	0	228.29
<b>PUBLIC RELATIONS</b>							
WMMR	0	576.05*	69.45	2541.30	-2034.70	0	-2034.70
Ad Agency	300.00	0	28.00	106.61	165.39	0	165.39
Student Services	2500.00	0	520.80	.15	1979.05	-979.05	1000.00
Brochures	300.00	0	0	83.56	216.44	0	216.44
Gopher	400.00	0	99.50	0	300.50	-300.50	0
<b>UNION BOARD ACTIVITIES</b>							
Board Activities	800.00	0	11.93	304.06	484.01	115.99	600.00
Christmas Decorations	100.00	0	24.00	93.25	-17.25	17.25	0
Christmas Cards	75.00	0	30.00	0	45.00	-35.00	10.00
Big Ten Convention	200.00	0	0	0	200.00	50.00	250.00
Merit Reception	700.00	0	0	0	700.00	0	700.00
<b>LEADERSHIP TRAINING</b>							
Personnel	300.00	0	55.50	100.50	144.00	206.00	350.00
Union Board Council	150.00	1.26	7.00	52.45	91.81	0	91.81
Leadership Seminars	25.00	10.50	17.50	2.52	15.48	4.52	20.00
Fall Retreat	250.00	0	0	0	250.00	0	250.00
Spring Retreat	100.00	0	0	0	100.00	0	100.00
<b>ADMINISTRATION</b>							
Supplies	600.00	123.15	0	165.90	557.25	0	557.25
Telephone	600.00	0	.55	215.60	383.85	0	383.85
Postage	200.00	66.65	30.00	100.00	136.65	0	136.65
Equipment	500.00	0	0	168.83	331.17	0	331.17
Orientation	300.00	0	0	19.20	280.80	0	280.80
Miscellaneous (Overhead)	566.00	0	0	490.00	76.00	0	76.00
Staff Travel	600.00	0	0	273.91	326.09	0	326.09
Staff Training	50.00	0	2.25	0	47.75	0	47.75
Summer Administration	300.00	0	0	0	300.00	0	300.00

\*WMMR has \$2211.70 in accounts receivable.

AREAS and COMMITTEES	ORIGINAL BUDGET	INCOME	ACCOUNTS PAYABLE	EXPENSE	BALANCE	ADJUSTMENTS	ADJUSTED BALANCE
Summer Program	\$2000.00	0	0	0	\$2000.00	0	\$2000.00
<u>PROGRAM DEVELOPMENT</u> Program Expansion	5000.00	\$1303.50	\$416.50	\$3424.79	2462.21	\$2730.79	5193.00
TOTALS	\$28,866.00	14,454.87	2957.09	21,274.21	19,089.57		19,089.57

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UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

January 17, 1962

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Absence excused
    - 2) Working Relationship Statement
    - 3) By-Laws
    - 4) Meeting at Village Union
    - 5) Area descriptions
  - B. Public Relations Committee
    - 1) Daily
    - 2) Ski Train Ad
    - 3) Gopher Pictures
    - 4) Daily Salesman's Commission
  - C. Personnel Committee
    - 1) Openings
    - 2) Coks Hours
    - 3) Applicant workshop
  - D. House and Finance Committee
    - 1) Vending Machines
    - 2) Brick
    - 3) Misuse of furniture in Moe Room
  - E. Program Committee
    - 1) Co-sponsorship
    - 2) Announcements
- III. Old Business
  - A.
- IV. New Business
  - A.
- V. Announcements
  - A.
- VI. Adjournment



UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of January 17, 1962

Members Present:

Jim Cameron, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Myra Schiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. Donald Zander.

Members Absent:

Jeff Brodtkin, Mr. Ed Braman.

Others Present:

Mr. Ted Kaul - Program Director, Miss Bev Kees - Managing Editor of the Daily, Miss Jerry Williams - Daily Reporter, Pat Kay.

The meeting was called to order at 6:35 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report:

- 1) President Moe reported that Mr. Ed Braman had been excused from the meeting.
- 2) President Moe asked all Board members to read through the Joint Policy Statement Regarding the Working Relationship of Area Directors of the Union Board of Governors with the Program Staff of the Department of Student Unions, which had been placed in their boxes, and to bring any suggestions for its amendment or clarification to him.
- 3) President Moe reported that only three people turned up for the meeting to discuss the amended By-Laws last Tuesday. He suggested that the matter should be discussed under Old Business at the end of tonight's meeting.
- 4) President Moe reported that the meeting on February 14 will take place at the Village Union. Board members should try to arrange their own transportation to the Village Union.
- 5) President Moe reminded Board members that they should submit summaries of the work of their committees, and their method of programming, as soon as possible, since this information was needed by the University of Illinois for the Big Ten Conference. It would also be of general information value to the Board as an up-to-date statement of the work of the different areas.

Public Relations Committee Report

- 1) Myra Shiff introduced Miss Bev Kees, Managing Editor of the Daily, who had been invited to attend the Board meeting, in order to question her about Union coverage. Bev said that at the moment the Daily had a shortage of staff (only 10 reporters for the entire campus), and that they were having difficulties in covering the whole campus for news. Also she felt that there were few Union activities which made front page news, being mainly events, which could best be dealt with in the What's Doing section; there were rarely any events of new interest to students.

Myra Shiff asked about the limited coverage of Unithon, which was a big event of interest to all students, and could have been brought to the attention of the entire campus. Bev replied that even so, without new developments or dramatic changes in plans, this event would not make a news story. The Russian Exhibit, for example, was well covered because it provided controversial reading matter.

Barry Lazarus quoted the example of the story about Max Morath who was interviewed when appearing on the St. Paul campus. No mention was made of the fact that he was also coming to the Minneapolis campus.

Ron Moe felt that coffee hours, foreign student discussion programs and similar programs would be of interest to many students on the campus. He asked what criteria were used to decide stories would be of interest to the campus. Bev said that they have to decide on the stories which have appeal to the maximum number of students. She also pointed out that many stories are covered which never appear in the Daily, because of lack of space.

Dr. LaBerge felt that the Daily could find something which would be of interest, if only a reporter could come over say, to some special event, and spend some effort on picking out the points of human interest in the event, or the planning of the event, and then write an article on this aspect of the event. He felt that a good reporter could and should do this. Articles of this sort would give a tremendous boost to the value of the work the Union is doing as an organization.

Mr. Starr felt that a good feature story could be made out of a study of how the Minnesota Union stands in comparison with other college unions, in regards to fees, income, general programming and many other features. This would be of interest to very many students, but no reporter has ever asked for this information which is available.

When asked what the Union Board could do to help to get better coverage in the Daily, Bev said that details and angles on all events to be covered should be sent in to the Daily, so that they could be well informed about what was going on on campus. She stressed the staff shortage problem, and the difficulty of covering the entire campus adequately.

Ron Moe thanked Bev very much for taking the time to come to the meeting and help clarify the question of Daily coverage.

- 2) Myra Shiff reported that the Ski Train would like to run a quarter or a half page ad in the Daily next Wednesday, announcing the opening of ticket sales the following day.

<sup>U-178</sup>  
Motion K-1820

Myra Shiff moved that the Board approve that the Ski Train should put an ad in the Daily to advertise the opening of ticket sales.

Motion K-1820 seconded and carried.

<sup>U-179</sup>  
Motion K-1821

Barry Lazarus moved that the Union Board Council be given permission to run a small ad in the Daily to inform the students on campus of UBC openings.

Motion seconded.

Myra Shiff felt that it would not be fair to other committees to allow UBC to advertise in the Daily.

Barry Lazarus felt that it would be unfair to the campus if students were not given some notification of UBC openings. This had been the feeling of the Union Board Council when it had met last night, and they had wanted the Board's permission to advertise.

Jim Cameron felt that as a point of policy the Board would be open to criticism if the campus was not notified of openings.

Ron Moe felt that Board openings and Committee Chairmanship openings had been filled in the past without the help of Daily advertising.

Question was called.

Motion K-1821 defeated.

- 3) Myra Shiff reported that she had been given a choice of three dates for the Union Board photograph for the Gopher Yearbook - January 23, 24 or 25.

Ron Moe explained that the Gopher always put in one group picture of the Board members, and about two miscellaneous shots of the Union itself. The photos and copy are sent to the Board for approval.

Mr. Starr said that special care should be taken to see that the Board gets all the coverage it contracts for, since confusion has arisen in this respect for the last two years.

It was decided that Myra Shiff should ask the Gopher photographer to attend the meeting next week in order to take the group photograph.

- 4) Myra Shiff reported that she had spoken with the Advertising Manager of the Daily about the question of salesman's commission. She explained to him that the Board felt it was unfair for the Daily to be paying commission to salesmen on the Union account, since the Ad Agency does all the work of getting orders for ads, laying out the copy, etc., and the Daily salesman only has to come over and pick it up. The Advertising Manager said that the salesman gets commission mainly for servicing the account, which includes making sure that the ad gets into the Daily at the right time, with no mistakes, and he also has the job of billing the Union for ads. Myra had also discussed the possibility of getting lower rates, since the Union puts so large a number of ads in the Daily. She found out that the Union was already being charged the lowest rate the Daily offers anyone. Ron Moe said that if anyone had any suggestions or ideas on this question, they should submit them to Myra.

#### Program Committee Report

- 1) Jim Cameron announced approval of 1) a co-sponsorship between Stag and the Ski Club for a Warren Miller Ski Movies and Style Show on Saturday, January 27, from 7:30 - 11:00 p.m. in the Museum of Natural History.
  - 2) A co-sponsorship between Single Swing, Alpha Phi Omega and Gamma Phi Beta for a dance to raise money for the campus cancer campaign, to be held in the Main Ballroom on Wednesday, January 31 between 8:30 and 11:30 p.m. Bobby Bell will speak during the intermission.
  - 3) A co-sponsorship between the Art Gallery Committee and the Minneapolis Floating Gallery for an Art Exhibit with an opening Coffee Hour on Monday, January 22, in the Gallery and TV Lounge from 7:00 - 10:00 p.m.
  - 4) A co-sponsorship between the U. S. Government and the Graduate Area for a Coffee Hour for graduate student and faculty with a brief talk by a Government official on career opportunities in the Civil Service, on Wednesday, January 24 in the Men's Lounge from 3:00 - 5:00 p.m.
- 2) Jim said that since Board members had last week given accounts of events in their areas for the next two weeks or so, there was no need to announce events this week, but they should be ready to do so next week.

Mr. Starr recommended that the House and Finance Committee should look into the whole matter of the financial aspect of co-sponsorships.

#### Personnel Committee Report

- 1) Barry Lazarus reported that last week there were thirteen openings on different committees. This week there are only five. The two Board positions are still open - three people have so far applied. Barry asked Board members to do their best to find people who would be interested in applying, even if it would mean asking one of their outstanding committee chairmen.

- 2) Barry reported that Coke Hours will now be held every Tuesday from 11:30 - 1:30 in Room 320 of CMU with piano music provided. He said that free Coke and free coffee will be served, and there will be plenty of tables and chairs for everyone. He asked Board members to advertise this to their Chairmen and committee members.

Karen Cravens asked that people should not be encouraged to bring their lunches with them to this third floor function, since it was hoped to keep all eating facilities on the ground floor.

- 3) Barry said that it had been suggested that a Board applicant workshop be set up to prepare prospective applicants for Board interviews. If anyone has suggestions on standards for Board applicants, or any other ideas on the matter, they should put them in Barry's box.
- 4) Barry Lazarus invited all Board members to attend the Union Board Council event two weeks hence, entitled "Panel of Americans".

#### House and Finance Committee Report

- 1) Karen Cravens presented the current Vending Machine Policy, since the House and Finance Committee had felt it would be best for some sort of policy to be put into effect as soon as possible. This policy will be reviewed after three months, by which time the Board will have had time to see how the new policy works in practice, and to think of ways to improve the situation, if necessary.

U-180

#### Motion K-1822

Karen Cravens moved that the Board approve the present Vending Machine Policy.

Motion K-1822 seconded and carried.

- 2) Karen Cravens reported that a letter of request had been received from the West Illinois University for one brick from Coffman Memorial Union. They are running short of funds, and thought it would be a good idea to build a wall incorporating bricks from as many college unions as possible. Each brick would bear a gold plate, giving the name of the union from which it came. The Board felt this was a good idea, and that a brick should be sent.
- 3) Karen Cravens reported that after some misuse of the furniture in the Moe Room, two chairs have been removed, and if the misuse does not stop, the rest of the furniture may also have to be moved. Two warning signs will be put up in the room.

#### Old Business

- 1) Dr. LaBerge asked about the progress of the "rat cellar". Karen Cravens said that the largest portion had already been dug out, and that good progress was being made.

- 2) Ron Moe read through the amended By-Laws, and pointed out sections which had been altered. In Article 1, Section B (1) he had changed the wording from five weekly meetings each quarter to "weekly meetings... except for the week immediately preceding finals each quarter." It had been suggested that the words "unless otherwise ordered by the Board" should be written in.

Section E - the quorum has been changed from 11 people to ten people, owing to the smaller number of Board members now.

Section F - the old wording that members must be notified of special meetings of the Board, has been changed to "members must be duly notified", i.e. brought to their attention; this cuts out the extra wording in the old By-Laws,

Section F (c) - Barry Lazarus asked what was meant by "when a considerable portion of the agenda is still to be dealt with". Ron Moe said that this should be left to the discretion of the Board or the Executive Committee.

Mr. Starr said he felt that this has not been a serious problem over the years. Myra Shiff pointed out that if a Board member consistently abused this By-Law, disciplinary action could always be taken.

Article II - Officers of the Board - Section A - this now reads "secretary-treasurer" instead of "corresponding secretary".

Kathy Wagnild asked if there was anything in the By-Laws covering reasons for absence from Board meetings. Ron said that illness is always a valid excuse, and that other reasons should be judged at the discretion of the Executive Committee. Kathy felt that all Board members should be judged alike, whether faculty, staff or alumni.

Ron felt that there was not too much to be gained from continuing with the discussion of the By-Laws since not all the Board members had their copy with them. They should all bring their copies of the By-Laws with them to the meeting next week for a more constructive discussion.

Ron read through one or two suggestions he had received from Barry Lazarus in connection with the By-Laws.

New Business - None

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

## PROPOSED VENDING MACHINE POLICY

A meeting of the minds of

Mr. Vern Carlson, Director of University Services  
Mr. James Felber, Director of Food Service  
Mr. Gordon L. Starr, Director of Student Unions  
Mr. Richard Getchell, aid

1. The authority to install vending machines in Coffman Union shall be divided between the Food Service and the Department of Student Unions according to the product vended.
  - a) The Union will handle cigarettes and candy, and soft drinks with the exception of soft drink machines in Food Service areas (Cafeteria, North Star Room, Ski-U-Mah Room).
  - \* b) Food Service will handle food items, including sandwiches, *coffee*, ice cream, potatoe chips, milk and soft drinks vended in Food Service areas.
2. Any new machines will be installed according to this plan and only after a Food Service-Union conference concerning its installation and location.
3. This policy is subject to review three months from the date it is put into effect.

Recommend by House and Finance committee 1/16/62

**UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS**

**Agenda**

**January 24, 1962**

- I. Minutes of the last meeting**
- II. Standing Committee Reports**
  - A. Executive Committee**
    - 1) Absences excused
    - 2) Capital Expansion Needs
    - 3) Area Descriptions
    - 4) MSA Senate seat
    - 5) Announcements
  - B. House and Finance Committee**
    - 1) Musak
    - 2) Barry Halper Scholarship Plaque
    - 3) Moe Room offices
    - 4) Student-Staff Directory
    - 5) Quarterly Report
    - 6) "Bat cellar"
  - C. Personnel Committee**
    - 1) Board approvals
    - 2) Chairmanship approvals
    - 3) Coke Hours
    - 4) Speakers for the Summit
    - 5) "I was right"
    - 6) Letter
  - D. Public Relations Committee**
    - 1)
    - 2)
  - E. Program Committee**
    - 1) Co-sponsorships
    - 2) Ski Train
    - 3) Movie Policy
    - 4) Brain storming
    - 5) Calendar
    - 6) G.O.
    - 7) Announcements
- III. Old Business**
  - A.**
- IV. New Business**
  - A.**
- V. Announcements**
- VI. Adjournment**



UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of January 24, 1962

Members Present:

Jim Cameron, Karen Cravens, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Myra Schiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. Donald Zander, Mr. Ed Braman.

Members Absent:

Dr. Thomas, Jeff Brodtkin

Others Present:

President O. Meredith Wilson, Mr. Ted Kaul - Program Director, Miss Jerry Williams - Daily Reporter, Pat Kay

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

The minutes of the last meeting were corrected as follows:

- 1) Dr. Thomas' name was added to the list of members present.
- 2) Ron Moe reported that, due to a clerical error, the Rathskeller had been referred to as the "rat cellar" in Old Business (1).

The minutes were approved as corrected.

Executive Committee Report

- 1) President Moe welcomed President Wilson and introduced the Board members.
- 2) President Moe reported that the Executive Committee had excused Jeff Brodtkin from last week's meeting, and Dr. Thomas from this week's meeting.
- 3) President Moe reported that the Executive Committee had decided to set up a committee to prepare a statement about and investigate the problems of capital expansion needs. Any Board members interested in serving on this committee should let Ron know. It was hoped that this committee would be able to report at next week's meeting.
- 4) President Moe again reminded Board members that they should submit their area descriptions as soon as possible.
- 5) President Moe reported that, due to a heavy work load, he would be unable to take the MSA Senate seat. He asked anyone who would be interested in taking this over to contact him after the meeting.
- 6) President Moe presented the revised By-Laws, which he had rewritten, incorporating most of the suggestions already made, together with a copy of the old By-Laws. He asked all Board members to read through

both copies carefully, and to bring all comments and suggestions to the meeting next week.

President Moe announced that Mr. Starr has been asked to serve as Union Facilities Consultant on the Planning Committee for the Morris Campus.

Barry Lazarus asked where the funds were to come from to build the Morris Campus Union. Mr. Starr said that the Morris Campus would have to do some long range planning on this question, but that certainly some funds would be taken out of student fees.

#### House and Finance Committee

- 1) Karen Cravens reported that on every first Wednesday of the month, at 1:00 p.m., the Union Muzak system would be issuing a Civil Defence warning, as part of the national Civil Defence Warning system.
- 2) Karen reported that the House and Finance Committee had approved placing a scholarship plaque in the WMMR studio area as a memorial to Barry Halper, former WMMR Manager, who was killed in an accident last year. This would also serve as a reminder to students in the radio, television and speech field that a scholarship was available.
- 3) Karen reported that the two remaining student offices downstairs have now been filled by the Residence Halls and Sigma Alpha Sigma, the Engineering fraternity.
- 4) Karen reported that the House and Finance Committee had approved a request from the University Relations Department to help them by distributing the new Student-Staff Directory in the Union. When the directories were ready, they would be distributed at the foyer outside the Billiard Room.
- 5) Karen said that the Quarterly Report was nearly completed and that it would be submitted to next week's meeting.
- 6) Karen reported that the area below the Cafeteria (dirt room) was now almost completely dug out. She felt it was time for Board members to start thinking about a name and a theme for this area, and the House and Finance Committee would welcome any suggestions. She would report on these at the next Board meeting.

Mr. Starr said that President Wilson had been shown the dirt room area, and was well aware of the efforts to make better use of the space in the building.

#### Personnel Committee U-174

- 1) Motion K-1823 → Barry Lazarus moved that the Board approve the appointment of Judy Hoy as the new Special Events Area Director on the Board.

Motion K-1823 seconded and carried.

U-175

- 1) Motion K-1824 Barry Lazarus moved that the Board approve the appointment of Sue Bernstein as the new Variety Area Director on the Board

Motion K-1824 seconded and carried.

U-176

- 2) Motion K-1825 Barry Lazarus moved that the Board approve the appointment of Harris Ravine as Table Tennis and Billiards Chairman.

Motion K-1825 seconded and carried.

U-177

- Motion K-1826 Barry Lazarus moved that the Board approve the appointment of Michael Labowsky as Bridge Committee Chairman.

Motion K-1826 seconded and carried.

- 3) Barry reported that Coke Hours are being held every Tuesday from 11:30 - 1:30 p.m. Lunches may be eaten, and coffee and coke is available. This is a good time for informal meetings, bridge, etc., for Union personnel, and people should be encouraged to attend.
- 4) Barry reminded Board members that he had predicted that no-one would contribute ideas for the Union applicant workshop, and he had been proved right. Ron Moe had been the only member to contribute ideas. He asked Board members to let him have their ideas and suggestions.
- 5) For the Board's information, Barry read a letter to Mr. Felber, which had been approved by the Personnel Committee, which expressed annoyance at the quality of the food served at the Summit meeting on January 6.

Jim Cameron added that it was hoped to get together a committee to study food problems.

#### Public Relations Committee

- 1) Myra Shiff reported that the new UBOG photographs would be put onto the Bulletin Board as soon as the two new Board members' pictures and her own had been taken, after which the Photo Lab would make up all the prints.
- 2) Myra Shiff reported that recent Union events have been receiving very good publicity both in the local press and in radio and television newscasts. She reported that the Union will be getting a three-page spread in the Minneapolis Sunday Tribune's Picture Magazine next week, complete with photographs.

She also pointed out that the Union has been getting better coverage in the Daily lately, due to the fact that the Union now has its own reporter. She urged Board members to encourage their committee chairmen to put ideas for possible Daily stories about the Union in Jerry William's box in room 231, or to let the Publicity chairman know of

forthcoming events which should be covered.

Mr. Starr said that Board members should take care not to provide the sort of publicity which might backfire on the Union.

Program Committee

- 1) Jim Cameron reported that the Program Committee had approved a co-sponsorship between the Graduate Area and the Classics Club for Professor James Wright to speak on the classical values of poetry and also to read some poetry, on Wednesday, February 14, at 3:30 - 5:00 p.m. in the Men's Lounge.

- 2) Motion K-1827 <sup>U-178</sup> Jim Cameron moved that the Board approve the allocation of \$400, to be taken from the profits on Homecoming, to make a budget for the Ski Train, and that the minimum number of people going on the Ski Train be 375, or 400 if the insurance premium were to increase.

Motion seconded.

Jim Cameron explained that a loss on the Ski Train was not by any means expected, but that this \$400 could be used if absolutely necessary. If it is not needed, the money will be put back in the Expansion Fund, where the profits from all functions are placed.

Ticket sales will close on the Wednesday before the Ski Train.

Ted Kaul commented that in the past there had never been less than 389 people on the train, and that the interest seems to be even greater this year.

Question was called.

Motion K-1827 carried.

- 3) Jim Cameron drew attention to the ad in today's Daily about the Residence Hall Film Series, in which a University department is stated to be using feature length movies, which the Union has never been allowed to do. He felt that if one department was allowed to do this, the Union should also be allowed the privilege.
- 4) Jim reminded Board members that there was to have been a discussion of program ideas at tonight's meeting, but this will be postponed until the meeting on February 7 when it is hoped to devote about 45 minutes to a discussion.
- 5) Jim reminded Board members that the calendar of events is still in Room 231. Board members should put notes giving details of forthcoming events so that these can be posted on the calendar. So far, it has not been well-used, and unless it improves in the future, it will be taken down.

Larry Leventhal reported that there will be a Talent Associates Talent Show this coming Friday. Art Craft Studio classes in woodwork, photography and ceramics will begin next week.

Kathy Wagnild reported that a Square Dance will be held Friday of this week in the Cafeteria, and that a group of professional teenage square dancers will be giving a half-hour demonstration.

She said that the Variety Dance Committee is co-sponsoring a Mid-Quarter Mixer event Friday of next week. Dance instruction is continuing in The Twist.

Barry Lazarus reminded Board members of the Coke Hour next Tuesday, and also of the Union Board Council event, "Panel of Americans", next Tuesday.

Karen Foulson reported that plans have been made for a film series entitled, "Crime and Punishment". The Meet the Professor series will be continuing this quarter. The American Foreign Students are starting a new series of noon hour programs where students from various foreign countries will put on a panel discussion program on subjects of current interest in their country.

Dr. LaBerge reminded Board members of the fifth Kaffee Konzert in the series next Wednesday noon in the Main Ballroom.

Jim Tremann reported that it was hoped by the end of the quarter to get a group of graduate students together to plan their own programs in the graduate area, without having to make them co-sponsorships. So far, no great interest in this area had been shown by the graduate students.

Jane Rohrer announced that the Music Area is continuing its series of noon programs in the Terrace Reading Room, Tuesday through Friday from 11:30 - 1:30 p.m. There had been a fairly good response to this series so far, and committee members had enjoyed trying out the disc jockey idea.

Myra Shiff announced that the ad moratorium will end Friday this week. She will let the Board know the results of this study at a later date.

Mr. Starr announced that Mr. Frank Pieper, Director of Civil Service Personnel, will be the Board's guest next week. The following week, February 7, the guest will be Mr. Hanscomb, Director of Police. The meeting on February 14 will be held at the Village Union. On February 28, Dean Harold Macey from the St. Paul campus will attend the Board meeting.

7) Jim Cameron announced that future meetings of the Program Committee will be held at 12:30 on Wednesdays, and that anyone would be welcome to attend.

Jim asked any Board members who wanted to have programs included in the Creative Arts Festival to talk to Pam Shepherd.

III Old Business

- A. Barry Lazarus asked about the progress of the Medical Union, which had been discussed during the summer.

Jim Tremann said that this was still very much in the planning stage.

Mr. Starr said that the latest information he had from the Medical School was that they had raised about \$10,000 towards the necessary facilities. They were aiming at raising \$60,000, and until this amount is raised, no move will be made. The Medical School alumni are working on the matter.

- B. Larry Leventhal said that last year chairmen of different committees had been invited to attend UBOG meetings, and he would like to see this policy reinstated. Although UBOG meetings were open meetings, he felt that each chairmen should be given a specific invitation to attend a particular meeting.

- C. Ron Moe pointed out the major changes in the By-Laws, which members should note as they read through the amended By-Laws. These were: (1) the Executive Committee now has five standing committee chairmen; (2) the Program Committee has been expanded to include all area directors, making it a ten member committee; (3) the Personnel Committee has been expanded to five members. This will help lessen the burden of interviewing; (4) the duties of the Public Relations Committee have been expanded to include research.

- D. Larry Leventhal reported that the TV reception was still bad, and this was mainly due to the construction of the building. A transformer would need to be included in the circuit, costing about \$50-\$75, before the fault could be rectified. The House and Finance Committee will look into the matter with a view to improving TV reception.

IV. No New Business

2. Announcements

- A. Mr. Starr reported that the Minnesota Leadership Kits are being used at a national meeting of the Eagles.
- B. Mr. Starr said that he had received a number of requests to keep the building open later than the usual closing time of 10:00 p.m.
- C. Mr. Starr said he felt that the House and Finance Committee should look into the possibility of taking a traffic survey again this year in order to get comparative results, since in previous years this has been done during the last week of January and the first week of February.

Previous findings have been that the Coffman Union is the most used building on the campus, with a traffic pattern of 11,000 - 12,000 individuals per day. The House and Finance Committee should also consider the questions of costs involved in this survey.

President Wilson expressed his gratitude to the Board for allowing him to attend the meeting. He had found it a delightful experience to watch the management of the machinery in the Union building.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

pk

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union  
January 24, 1962

Dear Board Member:

You are hereby notified that the By-Laws attached to this note are being presented for action at next week's meeting, January 31, 1962.

This is in accordance with Article VIII of the present By-Laws which states that notification in writing of a proposed By-Law amendment must be presented to the Board at least one week before the meeting where action is expected.

Please read these through carefully to see if there are any points in them you would like clarified or would like to amend. You might also want to compare them to the present By-Laws, to see how the Board structure is changed under this proposal.

Sincerely,

Ron Moe, President  
Union Board of Governors

RM:mb



PROPOSED REVISION

UNIVERSITY OF MINNESOTA  
UNION BOARD OF GOVERNORS

BY-LAWS

Article I - Meetings

**Section A. Annual Meetings**

The Annual Meeting of the Board shall be held not later than three weeks following official spring elections each year.

**Section B. Regular Meetings**

1. There shall be weekly meetings during the fall, winter, and spring quarters, except for the week immediately preceding finals each quarter, unless otherwise ordered by the Board.

2. There shall be a minimum of two meetings summer quarter, June 16 to September 15 inclusive.

**Section C. Special Meetings**

Special meetings of the Board may be called by the President of the Board or by any 10 members of the Board at such time and place as they may deem expedient, and for the purpose of handling only specially designated business.

**Section D. Place of meetings**

All meetings of the Board shall be held in the Coffman Memorial Union building at the University of Minnesota unless otherwise ordered by the Board.

**Section E. Quorum**

A majority of the entire board shall be necessary to constitute a quorum, except as otherwise provided herein. A smaller number may receive the reports of the committees and declare an adjournment; and if a majority of the members of the executive committee are present, those present may resolve themselves into a meeting of that committee. During the summer quarter, June 16 to September 15 inclusive, a quorum for meetings shall consist of all board members available but in no case less than five.

**Section F. Notification and Attendance**

1. Every member must be duly notified of the annual, regular, and special meetings of the Board. This will normally be done through notice in the minutes.

2. Any Board member absent from a duly called meeting must present an excuse to the Executive Committee prior to the next regular meeting of the Executive Committee. The Executive Committee shall review the excuse and report to the Board.

a. Any Board member who has, during a year, four unexcused absences from Board meetings of which he has been duly notified, shall automatically relinquish his Board membership. As a result of such membership termination, the dismissed Board member shall relinquish any claim to his alumni board member privileges.

b. Excessive absences from Standing Committee meetings may also be cause for relinquishing Board membership. Excessive absences shall be more than 3 unexcused absences in any single quarter. Such excessive absences are to be reported to the Executive Committee by the standing committee

chairman for action.

c. Any Board member missing the first 15 minutes of a Board meeting or a standing committee meeting shall be considered absent until excused by the Executive Committee. Leaving Board meetings early may also be considered an absence if, in the opinion of the Executive Committee, the person missed a considerable portion of the meeting. Such absences are to be excused by the Executive Committee within two weeks following the meeting at which the member was ruled absent.

d. Attendance figures will be kept by the Recording Secretary and the Secretary-Treasurer.

#### Section G. Business Before the Board.

Matters for consideration by the Board shall be submitted in writing to the President prior to the meeting of the Board at which action is expected. He may place them on the agenda or refer them to the appropriate standing committee.

#### Section H. Order of Business

Unless otherwise ordered by the Board, the order of business shall be as follows:

1. Approval of Minutes
2. Reports of Standing Committees
3. Reports of Special Committees
4. Old Business
5. New Business

#### Section I. Rules of Procedure.

All business coming before the Board shall be conducted according to Robert's Rules of Parliamentary Procedure except as modified by the Board. Meetings of the Board shall be open except upon approval of the Board when the Board may wish to enter an executive session.

#### Section J. Minutes of proceedings

Minutes of the proceedings of the Board shall be kept by the Recording Secretary. As soon as practicable after the record of proceedings has been perfected, the recording secretary shall transmit to each member of the Board a copy of such record. All lengthy reports shall be referred to in the minutes, and shall be kept on file as part of the Board records; but such reports need not be incorporated in the minutes except as and when ordered by the Board.

### Article II - Membership of the Board

Section A. As determined in Article III of the Constitution, the Board shall be composed of 18 members: 13 students and 5 non-students. Four students shall be elected and nine students and five non-students appointed.

#### Section B. Elected Members.

1. Four students shall be elected from at least eight candidates through all-campus elections held in the Spring by the Minnesota Student Association. Filings for election shall open at least 3 weeks prior to elections. All applicants shall fill out an application form devised by the Board and turn it over to the Personnel Committee at least one week prior to elections.

The ballot shall be set by the Personnel Committee as soon as the eligibility of all applicants has been checked. This ballot shall be transmitted to the Elections Committee of the MSA for the election.

2. The Personnel Committee shall officially notify those elected as soon as the results of the elections are known.

**Section C. Appointed Members.**

1. Non-students. The non-student members of the Board shall be:

- a. Four appointed by the Vice-President, Academic Administration with the approval of the President of the University.
- b. One appointed annually by the General Alumni Association.

2. Students.

a. Nine student members of the Board shall be appointed by a Union Board Appointing Committee described in Article III, Section 3 of the Constitution.

b. Procedure for the Union Board Appointing Committee:

- 1) The committee shall meet one week prior to the closing of filing for spring elections held by the Minnesota Student Association.
- 2) The President of the Union Board shall call the first meeting, at which time the committee shall choose its own chairman by a majority vote, and any committee procedure or policy not specified by these By-Laws shall be decided by a majority vote of the Committee.
- 3) same as old C.
- 4) Filing for appointment to the Board shall open at the same time as filing for election. Candidates shall be required to fill out a questionnaire devised by the Board. This questionnaire shall include such information as the candidate's activities record in high school and college, scholarship ratings, college enrollment, etc. These questionnaires shall be filed with the Personnel Committee at least 3 days before the interviews are held, so the applicant's eligibility can be checked. The Personnel Committee shall then turn them over to the Appointment Committee.

c. After appointments are made, the Chairman of the Appointment Committee shall turn the names of those appointed over to the Personnel Committee for official notification.

**Section D.** The Director of Student Unions shall be an ex-officio member of the Board without vote.

**Section E. Eligibility of Student Members.**

To be eligible for membership on the Board a student must:

1. Be a regularly enrolled student of the University who has paid the Union fee.
2. Have a grade point average of 2.3 or higher.
3. Meet all-University scholastic eligibility requirements.

**Section F. Term of Office**

1. Non-student members shall not be eligible for more than three successive years on the Board. They must be re-appointed annually

- by the appropriate appointing official.
2. Students, if otherwise eligible, may be re-elected or re-appointed to a succeeding term. The term of office shall be one year and shall expire when the next Board takes office.

#### Section G. Vacancies.

Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term. Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected and appointed in the Spring.

### Article III - Officers of the Board

#### Section A. Enumeration.

1. The officers of the Board shall be President, Vice-President, Secretary-Treasurer, Recording Secretary, Personnel and Public Relations Committee chairmen.
2. The officers shall be chosen by the Board from its student membership provided that the Board may make an exception in the case of the recording secretary.
3. The Director of Student Unions shall be Recording Secretary of the Board.

#### Section B. Mode of Election and Term

The officers of the Board shall be elected by the Board at the annual meeting and shall hold office for a term of one year and until their successors are elected.

1. All candidates for officerships shall file for office at least one week before the annual meeting with the Executive Committee of the outgoing Board.
2. The names of those filing, together with the office in which they are primarily interested shall be made known to all members of the new Board, so they may become acquainted with the qualifications of the candidates before elections.
3. Elections shall be conducted as the last item of business at the annual meeting.
4. As soon as all officers have been elected, the President of the outgoing Board shall swear them in and swear in the new Board and they will thereby take office.

#### Section C. Vacancies

Should a vacancy in an officer position occur, a successor to fill the position shall be elected at a special election held at a regular meeting of the Board. The position shall be filled by a student already on the Board, and a new member shall then be appointed to the Board through the usual appointment procedure.

#### Section D. Duties of Officers.

1. President
  - a. The President shall be Chairman of the Board and preside at

all meetings, but the Vice-President or a member may act as chairman at his request.

- b. The President shall be Chairman of the Executive Committee.
- c. He shall appoint all committees of the Board other than the standing committees and shall be ex-officio with vote on all standing and special committees.
- d. He shall interpret the Constitution, By-Laws, and all other Board policies, subject to appeal to the Board, in which case a majority vote shall rule.
- e. He shall be official spokesman for the Board and sign all official documents of the Board.
- f. He may recall at his discretion any or all appointments made by him.
- g. He shall be responsible for working with the Director and Staff to maintain a good student-staff relationship.
- h. He shall perform such other duties as are usual to the office of Chairman.

2. Vice President

- a. The Vice President shall in the absence of the President perform all the duties of the President.
- b. The Vice-President shall be a member of the Executive Committee and Chairman of the Program Committee.
- c. The Vice President shall be an ex-officio member with vote, of all other standing committees.

3. Secretary-Treasurer

- a. The secretary-treasurer shall be a member of the Executive Committee and Chairman of the House and Finance Committee.
- b. The secretary-treasurer shall act as secretary of the Executive Committee.
- c. The secretary-treasurer shall be responsible for contacts and correspondence with all other Unions and Union Associations, and in charge of all Board Activities in association with them.

4. Recording Secretary

It shall be the duty of the Recording Secretary to record all the proceedings of the Board and carefully preserve all its books and papers and to perform such other duties as the Board may from time to time direct.

Article IV - Committees of the Board

Section A. Standing Committees

There shall be the following standing committees:

1. Executive
2. House and Finance
3. Personnel
4. Program
5. Public Relations

Section B. Manner of Appointment

1. The chairmen of the standing committees are the officers of the Board, elected at the annual meeting.

2. The membership of the standing committees is decided by the Board upon recommendation of the Officers at the first regular meeting following the annual meeting.

#### Section C. Special Committees

Representatives of the Board in appropriate number and qualification shall be appointed by the President at the will of the Board to serve on such special committees as the Board may deem necessary.

#### Section D. Programming Committees

The Board shall create whatever programming committees it deems necessary to carry out the programming activities in the various areas. These committees shall be open to all eligible University students and each Area shall be supervised by a member of the Board. The Areas of programming shall be:

1. Fine Arts
2. Graduate
3. Music
4. Recreation
5. Social
6. Special Events
7. Topics
8. Varieties

The activities of the Area Directors shall be coordinated by the Program Standing Committee.

#### Section E. Membership of Standing Committees:

Each student member of the Board shall serve on two standing committees, except the Vice President, who is ex-officio on all standing committees and the President, who is ex-officio on all committees. The non-student members need only serve on one standing committee. The Director of Student Unions or his representative is ex-officio without vote on all standing committees, as specified below.

1. Executive Committee
  - a. The President of the Board shall be chairman.
  - b. The Vice President, Secretary-Treasurer, Personnel and Public Relations Committee chairmen shall be members.
  - c. One non-student member shall be appointed by the Board on recommendation of the officers at the first regular meeting following the annual meeting.
  - d. The Director of Student Unions shall meet with this committee.
2. House and Finance Committee
  - a. The Secretary-Treasurer of the Board shall be chairman.
  - b. Two student and one non-student members shall be appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.
  - c. The Director of Student Unions or his representative shall meet with this committee.
3. Personnel Committee
  - a. The Chairman is elected at the annual meeting of the Board.
  - b. Four student members and a non-student member shall be

appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.

- c. The Director of Student Unions or his representative shall meet with this committee.

4. Program Committee

- a. The Vice President of the Board shall be chairman.
- b. All Area Directors shall be members.
- c. One non-student member shall be appointed by the Executive Committee at its first meeting following the annual meeting subject to the approval of the Board.
- d. The Program Director shall meet with this committee, representing the Director of Student Unions.

5. Public Relations Committee

- a. The Chairman is elected at the annual meeting of the Board.
- b. Two student members and a non-student member shall be appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.
- c. The Director of Student Unions or his representative shall meet with this committee.

Section F. Meetings

Meetings of the standing committees of the Board may be called by the chairman, or shall be called by the chairman upon the request of two members of the committee, or upon request of the President of the Board.

Section G. Duties

The duties of the several standing committees shall be those indicated below and all actions of these committees shall be reported to and be subject to the approval of the Board except as otherwise directed by the Board.

1. The Executive Committee shall:
  - a. serve as a general steering committee for the Board
  - b. coordinate the activities of the other standing committees
  - c. report and act for the Board during intervals between meetings
  - d. select all standing committee members and Area Directors subject to the approval of the Board
  - e. excuse absences from Board and Standing Committee meetings
  - f. deal with those matters not falling within the jurisdiction of any other committee
  - g. undertake such other duties as the Board may from time to time direct
2. The House and Finance Committee shall:
  - a. prepare and present to the Board an annual Budget for its consideration and approval
  - b. prepare annually and adjust quarterly, the general Program Department budget, based on recommendations from the other standing committees. Present this budget and adjustments to the Board for approval
  - c. report annually and quarterly on the financial operations of the Department with a detailed supplement on the Program Department.

- d. recommend from time to time changes in financial policy.
  - e. formulate and promulgate rules for the use of the Union facilities and conduct in the building and present them to the Board for approval.
  - f. consider and report on all problems relating to the use of and identification for use of Union facilities.
  - g. conduct studies and make recommendations to the Board on the use and improvement of Union facilities.
  - h. consider all other matters concerning the general use of Union facilities.
  - i. undertake such other duties as the Board may from time to time direct.
3. The Personnel Committee shall:
- a. formulate personnel policies for the Board.
  - b. study, with a view to development and improvement, the personnel policies of the Board and recommend from time to time, changes in personnel policy.
  - c. coordinate the recruitment of all student personnel.
  - d. do all interviewing of personnel for the Board except that handled by the Board Appointment Committee in the spring.
  - e. see that all committee membership applications are referred to the appropriate Area Director and chairmen.
  - f. coordinate all training programs for both Board members and committee chairmen and members.
  - g. handle all matters concerning evaluation and recognition of committee chairmen and members.
  - h. process and keep all personnel records up-to-date.
  - i. work closely with the Public Relations Committee on programs of publicity and recruitment.
  - j. maintain a "Union Board Council" for the training of Freshman leaders.
  - k. Prepare annually and adjust quarterly, the budgets for the activities under its jurisdiction and recommend them to the House and Finance Committee for inclusion in the general Program Department budget.
  - l. maintain a Personnel Bureau to assist the Standing Committee in carrying out its duties.
  - m. undertake such other duties as the Board may from time to time direct.
4. The Program Committee shall:
- a. coordinate all Union programming.
  - b. formulate and recommend changes in and improvements of the program.
  - c. be responsible for scheduling Board activities sufficiently far in advance so that adequate program plans and publicity can be developed.
  - d. endeavor to coordinate Union program activities with those of other campus organizations.



4. e. prepare annually and adjust quarterly the budgets of the Programming Areas and maintain a suitable program development fund. Recommend this budget to the House and Finance Committee for inclusion in the general Program Department budget.
  - f. recommend co-sponsorship of programs between the Board and other organizations to the Board for approval.
  - g. recommend establishment and disestablishment of programming committees to the Board for approval.
  - h. discuss and evaluate Union programming efforts.
  - i. work closely with the Public Relations Committee in programs of research into programming and publicity efforts.
  - j. undertake such other duties as the Board may from time to time direct.
5. The Public Relations Committee shall:
    - a. endeavor to promote a feeling of goodwill and cooperation with the student body.
    - b. formulate and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
    - c. coordinate all Union Board publicity and formulate policy on publicity.
    - d. study, with a view to improving and developing, the public relations and publicity efforts of the Board.
    - e. maintain a program of training in publicity and public relations for the Board and all Union committee personnel.
    - f. study program needs and work closely with the Program Committee to determine and satisfy the needs of the campus in the Union. Maintain a continuing program of research into the needs and responses of the campus to Union programming.
    - g. work closely with the Personnel Committee on programs of publicity and recruitment.
    - h. prepare annually and adjust quarterly, the budgets for the activities under its jurisdiction and recommend them to the House and Finance Committee for inclusion in the general Program Department budget.
    - i. maintain a Bureau to assist the committee in carrying out its duties.
    - j. undertake such other duties as the Board may from time to time direct.

#### Article V - Area Directors

##### Section A. Appointment

Area Directors are student members of the Board appointed by and from the Board, on recommendation of the Executive Committee, at the first regular meeting of the Board following the annual meeting.

##### Section B. Responsibilities

1. As representatives of and responsible to the Board, the Area Directors have sole responsibility for the formulation and execution of programs in their specific areas.

2. To assist the Area Directors in fulfilling this function, each Area has been assigned certain programming committees within the framework of the area to carry out the program activities.

3. The committee chairmen are solely responsible to the Area Director for proper execution of program in their particular committee.

4. Final authority for all decisions affecting the area program lies with the Area Director. Specifically delegated responsibilities may be made and clarified by the Area Director for the committee chairmen.

### Section C. Duties

Each Area Director has a duty to:

1. serve as the link between the Board and the committees in his area.
2. possess thorough knowledge of the activities of the committees in his area:
  - a. Through attending committee meetings and events
  - b. Through reading reports of past Area Directors
  - c. Through close personal contact with committee chairmen
3. work closely with his program consultant at all times.
4. give guidance, encouragement and suggestions to his chairmen
5. actively recruit new committee personnel and seek new programming ideas.
6. make a written annual report on the activities of each committee in his area.
7. make periodic informal reports to the Board on his Area.
8. see that all event reports, merit reports, and personnel rosters for his committees are up to date and turned in promptly.
9. see that all Board and University policies applicable are observed and enforced in his committees and their activities.
10. leave direct control of the committees up to the chairmen unless
  - a. There is no chairman
  - b. The chairman fails to fulfill the responsibilities given to him.

### Article VI - General Rules and Regulations

Section A. No member of the Board shall be employed and paid from any budget under the control of the Board.

Section B. No personal expenses incurred by any Board member or student committee chairman or member in connection with a Union event shall be paid from Union funds unless it was budgeted for in advance and approved by the Board.

### Article VII - University Village Union Charter (Same as in old by-laws)

### Article VIII - Approval and Amendment of By-Laws

These By-Laws shall take effect after approval by two-thirds majority of the whole Board at any meeting and may be amended by two-thirds vote of the whole Board at any meeting, provided, however, that notice of any proposed change must be given in writing to the members of the Board at least one week in advance of the meeting scheduled to consider such change. These By-Laws shall supercede all previous By-Laws passed by the Board, and shall be implemented as soon as is practicable after their approval.

#####

BY-LAWS

Approved in entirety  
5/1/56 by the University  
of Minnesota Union Board  
of Governors

OF

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

1. MEETINGS

A. Annual Meetings

The annual meeting of the Board shall be held not later than three weeks following spring elections each year.

B. Regular Meetings

1. There shall be a minimum of five meetings each quarter of the academic year, September 16 to June 15 inclusive.
2. Regular meetings shall be those meetings scheduled by the Board on a quarterly basis. At the last regular meeting of the Board in each quarter the executive committee shall present to the Board for approval a schedule of regular meetings for the next quarter.
3. There shall be a minimum of two meetings summer quarter, June 16 to September 15 inclusive.

C. Special Meetings

Special meetings of the Board may be called by the president of the Board or by any eleven members of the Board at such time and place as they may deem expedient, and for the purpose of handling only specially designated business.

D. Place of Meetings

All meetings of the Board shall be held in the Coffman Memorial Union building at the University of Minnesota unless otherwise ordered by the Board.

E. Quorum

A majority of the entire board shall be necessary to constitute a quorum, except as otherwise provided herein. A smaller number may receive the reports of the committees and declare an adjournment; and if a majority of the members of the executive committee are present, those present may resolve themselves into a meeting of that committee. During the summer quarter, June 16 to September 15 inclusive, a quorum for meetings shall consist of all board members available but in no case less than five.

F. Notification and Attendance

1. Every member must be duly notified of the annual, regular, and special meetings of the Board.
2. In the case of special meetings notification may be made by mail, by telephone, or by personal contact.
3. Any Board member absent from a duly called meeting must present an excuse to the executive committee prior to the next regular meeting of the executive committee. The executive committee shall review the excuse and report to the Board.

- a. Any Board member who has during a year, three or more unexcused absences from Board meetings of which he has been duly notified shall automatically relinquish his board membership. As a result of such membership termination, the dismissed Board member shall relinquish any claim to Union Board Key and "Life Pass" privilege.
- b. A Board member with six unexcused absences at any regular standing committee meeting within one year, or three within any one quarter, automatically relinquishes his Union Board membership. Any Board member missing more than the first 15 minutes of a standing committee meeting will be considered absent. A Board member missing more than the first 15 minutes of a regularly scheduled Board meeting will be considered absent until the matter can be reviewed by the Executive Committee.
- c. An attendance report will be submitted to the Executive Committee by each chairman of a standing committee each quarter.

#### G. Business Before the Board

Matters for consideration by the Board shall be submitted in writing to the Executive Committee prior to the meeting of the Board at which action is expected. The Executive Committee may refer these matters to the proper committee in order that the committee may report thereon to the Board.

#### H. Order of Business

The order of business unless otherwise ordered shall be as follows:

1. Approval of minutes
2. Reports
3. Old business
4. New business

#### I. Rules of Procedure

All business coming before the Board shall be conducted according to Robert's Rules of Parliamentary Procedure except as modified by the Board. Meetings of the Board shall be open except upon approval by the Board when the Board may wish to enter an executive session.

#### J. Minutes of Proceedings

Minutes of the proceedings of the Board shall be kept by the recording secretary. As soon as practicable after the record of proceedings has been perfected, the recording secretary shall transmit to each member of the Board a copy of such record. All lengthy reports shall be referred to in the minutes, and shall be kept on file as part of the Board records; but such reports need not be incorporated in the minutes except as and when ordered by the Board.

### II. OFFICERS OF THE BOARD

#### A. Enumeration of

1. 1. The officers of the Board shall be president, vice president, corresponding secretary, and such others as the Board may designate.
2. The officers shall be chosen by the Board from its student membership provided that the board may make an exception in the case of the recording secretary.
3. The Director of Student Unions shall be Recording Secretary of the Board.

## B. Mode of Election and Term

The officers of the Board shall be elected by the Board at the annual meeting and shall hold office for a term of one year and until their successors are elected.

## C. Vacancies

Vacancies in the student membership of the Board shall be filled by the Board. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term.

Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected.

## D. Duties of

### 1. President of the Board

The President of the Board shall perform such duties as are usual to the office. He shall preside at all meetings of the Board but the vice-president or a member may act as chairman of the Board at his request. When the office of president is vacant or the president absent, the vice-president shall act as president pro tem.

### 2. Vice-President

- a. The vice-president shall in the absence of the president perform all the duties of the president.
- b. The vice-president shall be an ex-officio member of all standing and special committees.

### 3. Corresponding Secretary

The Corresponding Secretary shall be a member of the Executive Committee, Public Relations Committee and Chairman of the Office Committee. It shall be the duty of the Corresponding Secretary to perform such duties as the Board may from time to time direct.

### 4. Recording Secretary

It shall be the duty of the Recording Secretary to record all the proceedings of the Board and carefully preserve all its books and papers and to perform such other duties as the Board may from time to time direct.

## III. COMMITTEES OF THE BOARD

### A. Standing Committees

There shall be the following Standing Committees:

1. Executive
2. House and Finance
3. Public Relations
4. Personnel
5. Program

and such other committees as the Board may from time to time determine.

#### B. Manner of Appointment

Except as otherwise provided herein and subject to approval of the Board, the Executive Committee shall select all standing committee chairmen and members at the first regular meeting following the annual meeting and fill any vacancies arising from any cause whatsoever. The president of the Board shall be a member ex-officio with power to vote on all of the committees.

#### C. Special Committees

Representatives of the Board in appropriate number and qualification shall be appointed at the will of the Board to serve on special committees such as Liaison, Convocation and Orientation and other special committees deemed necessary.

#### D. Program Committees

The Board is authorized to create whatever committees are needed to carry out desirable activities in the program areas such as Artcraft Workshop, Dance, Fine Arts, Games, Music, Outings, Radio and Theater Arts, Social Skills and Special Events, and others as deemed necessary.

#### E. Membership of Standing Committees

##### 1. Executive Committee

The Executive Committee shall be composed of the President, Vice-President, Corresponding Secretary, one student member and one non-student member elected by the Board. The Director of Student Unions or his representative shall meet with the Executive Committee. The student member-at-large on the Executive Committee shall also serve as an area director and shall not be a member of any other standing committee.

##### 2. House and Finance Committee

The House and Finance Committee shall be composed of a student chairman, two student members, and one non-student member. A staff member designated by the Director of Student Unions shall meet with the Finance Committee.

##### 3. Public Relations Committee

The Public Relations Committee shall be composed of a student chairman, the Corresponding Secretary, one non-student member and one student member. A staff member designated by the Director of Student Unions shall meet with the Public Relations Committee.

##### 4. Personnel Committee

The Personnel Committee shall be composed of a student chairman, two student members and one non-student member. A staff member designated by the Director of Student Unions shall meet with the Personnel Committee.

##### 5. Program Committee

The Program Committee shall be composed of a student chairman, the chairman of the House and Finance Committee or his representative, three student members and one non-student member. A staff member designated by the Director of Student Unions shall meet with the Program Committee.

## F. Meetings

Meetings of the standing committees of the Board may be called by the chairman, or shall be called by the chairman upon the request of two members of the committee, or upon request of the President of the Board.

## G. Duties

The duties of the several standing committees shall be those indicated below and all actions of these committees shall be reported to and be subject to the approval of the Board except as otherwise directed by the Board.

1. The Executive Committee shall select all standing committee chairmen and members, and the Board area Directors subject to the approval of the Board; it shall report and act for the Board during intervals between meetings.
2. The House and Finance Committee shall
  - a. prepare and present to the Board an annual budget for its consideration and approval.
  - b. examine and report on quarterly financial operations and results.
  - c. recommend from time to time changes in financial policy.
  - d. prepare and promulgate rules for the use of the Union facilities and conduct in the building.
  - e. consider all matters concerning the general use of Union facilities.
  - f. consider and report on all problems relating to identification for use of Union facilities and admittance to Union functions.
  - g. conduct surveys on usage of facilities in the Union.
  - h. undertake such other duties as the Board may from time to time direct.
3. The Public Relations Committee shall
  - a. endeavor to promote a feeling of good will and cooperation in the student body.
  - b. consider and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
  - c. be the coordinator of the Union Board publicity.
  - d. assume a major role in handling relations with other University unions.
  - e. establish a Public Relations Bureau of non-Board members whose activities will be directed by the chairman of the Public Relations Committee.
  - f. undertake such other duties as the Board may from time to time direct.

4. The Personnel Committee shall
  - a. Study with a view to developing and improving the personnel policies of the Board.
  - b. Consider and recommend to the Board changes in and improvements of the personnel system.
  - c. Work cooperatively with Area Directors and chairmen of standing committees to accomplish an effective functioning of the merit system.
  - d. Establish a Personnel Bureau of non-Board members whose activities will be directed by the Chairman of the Personnel Committee.
  - e. Recommend to the Board candidates whom the committee deems competent and desirable for filling Union Board vacancies.
  - f. In recognition of services of Chairmen and Committee members of Union Committees and with the approval of the Union Board, given an annual award within a period of five weeks prior to the termination of the Board's term of service:
    - (1) These awards shall be made at a special recognition meeting arranged for by the Personnel Committee. In attendance at this meeting shall be Union chairmen, committeemen, and guests as invited by the Personnel Committee, and all Board members.
    - (2) The award shall be in the form of a service key, pin, insignia, or certificate.
    - (3) Awards to chairmen shall be granted on the basis of those who have:
      - (a) served satisfactorily as chairman of a special event or at least two quarters as chairman of a regular event.
      - (b) kept rating sheets and reports of committee activities satisfactorily.
        1. Merit Rating Sheet
        2. Event Reports
        3. Summary Report of Committee events
    - (4) A certificate award shall be granted to committee members who have given two quarters of satisfactory service in regular events or served satisfactorily on one special event committee.
  - g. The Personnel Committee in cooperation with Personnel Bureau shall
    - (1) Present merit recognition list to the Board previous to the recognition meeting for the Board's approval.
  - h. Undertake such other duties as the Board may from time to time direct.
  - i. Merit awards to Board members
    - (1) Appointment committee for Merit Awards to Board members shall be made up of the President of the Board, Vice President of the Board, Director of the Union, Program Staff member, and a student not a member of the Union Board or Union Committees as appointed by the Personnel Committee.



- (a) The final approval for recommendations of this committee shall come from the Personnel Committee.
  - (b) The student not a member of the Union Board or Union Committees shall serve as a chairman of this committee.
- (2) The guiding criteria for selection of awardees shall be a minimum of two quarters of satisfactory service. The time element may be waived in exceptional cases with the approval of the Personnel Committee.
- (3) Every Board member upon appointment or election shall receive a service pin.
- (4) Every Board member recommended by the Selection Committee and approved by the Personnel Committee shall receive a merit pin.
5. The Program Committee shall
  - a. Study with a view to coordination and improvement, the program activities of the Board.
  - b. Consider and recommend changes in and improvements of the program.
  - c. Be responsible for scheduling Union Board activities sufficiently far in advance so that adequate program plans and publicity can be developed.
  - d. Endeavor to coordinate Union program activities with those of other campus organizations.
  - e. Undertake such other duties as the Board may from time to time direct.
  - f. Be responsible for all Special Events.
6. The Public Relations Bureau shall
  - a. Work under the general directions of the standing committee on Public Relations.
  - b. Work cooperatively with all Union committees on public relations matters.
  - c. Act as hosts for tours of Union and campus.
  - d. Display Union committee activities at open houses.
  - e. Prepare and distribute a monthly Union activity bulletin.
  - f. Assist in making arrangements for Union Committees' contacts with non-campus publicity mediums such as the press, radio, and television. This would include the arranging of photos for papers and anything else that would relate to these outside agencies.
  - g. Serve as an advisory group to the individual Union Committees, making suggestions and aiding them in their campus publicity.
7. The Personnel Bureau shall
  - a. Work under the general direction of the standing committee on personnel.
  - b. Work cooperatively with Area Directors and program committee chairmen in all matters pertaining to an effectively functioning personnel system.

- c. Be jointly responsible with Area Directors and Program Committee chairmen for the recruitment, selection, training and merit ratings of Union personnel.
- d. Keep the personnel records of the Board.
- e. Keep the merit rating sheets for all Union Chairmen and all committee members and to see that these sheets are turned in to the chairman promptly.
- f. Recommend all Union chairmen to the Area Director and approve all committee members.
- g. Recommend to the Personnel Committee candidates whom the Bureau feels are competent and desirable for filling Union Board appointed membership when needed.

#### The System

a. To obtain a Union Committee position:

- (1) All individuals would register in the Union Board of Governors' office. The Personnel Bureau in cooperation with the program consultants would try to put all applicants on the committee the applicant was interested in.
- (2) The chairman of each activity would have the power to appoint committee members from these applications with the approval of the Personnel Bureau.
- (3) The Personnel Committee would recommend chairmen to the Union Board from three or more recommendations given them by the Personnel Bureau.
  - (a) When a vacancy occurs in a chairmanship, the Personnel Bureau will announce general filing for the position.
  - (b) The Personnel Committee would interview the recommended people with the Area Director and give the Area Director any information desired.
  - (c) The Area Director has the right to appeal directly to the Board in case he feels the Personnel Committee is not justified in their recommendations.

b. The Merit Records:

- (1) Merit Sheets recording the essential details of the activities work of the committee members will be filled out by the chairman and given to the Personnel Bureau. The Personnel Bureau will be given a chance to question chairmen at any time about their reports.
- (2) Merit Sheets recording the essential details of the activity work of committee chairmen will be filled out by the Area Director.

#### IV. AREA DIRECTORS

- a. One Area Director for each program area shall be appointed from the Board.

B. Responsibilities of Area Directors to the Board shall be

1. To serve as a link between the Committee and Board of Governors.
2. To be responsible to the Board for the activity of the Committee.
3. To obtain thorough knowledge of the Committee's activities
  - a. By attending Committee meetings.
  - b. By attending Committee functions.
  - c. By reading the reports of part Area Directors.
  - d. By close personal relationship with the chairman.
4. To keep in touch with Program Consultants at all times as to Committee's activities.
5. To give guidance, encouragement, and suggestions to the Chairmen.
6. To be on the alert for new Union committee people.
7. To be on the alert to suggestion improvements in functions, as well as to develop new events.
8. To make an annual report of Committee's activities.
9. To make monthly informal reports of the Committee's activities to the Board.
10. To see that all merit reports and event reports of the Chairmen are in promptly.

C. Responsibilities of Area Directors to Chairmen of Committee shall be

1. Not to assume the direction of the activities of the Committee except
  - a. When there is no chairman.
  - b. When the chairman fails to fulfill his responsibilities.
2. To make every effort to become personally acquainted with the chairman.
3. To consult with the chairman frequently.
4. To encourage and assist the chairman to file proper reports of the Committee and its activities.

V. PROCEDURE FOR THE UNION BOARD APPOINTING COMMITTEE

- A. The Appointing Committee as designated by Article III, Section 3 of the Constitution shall meet one week prior to the closing of filing for spring Elections as specified by the All-University Congress.
- B. The male member appointed by the Union Board shall call the first meeting, at which time the Committee shall choose its own chairman by a majority vote, and any committee procedure or policy not specified by those By-Laws shall be decided by a majority vote of the Committee.
- C. The members of the Appointing Committee shall inform themselves as completely as is practical as to the duties and qualifications of Union Board membership.

- D. Candidates shall be required to fill out a questionnaire devised by the Union Board of Governors. This questionnaire shall include such information as the candidate's activities, record in high school and college, scholarship ratings, college enrollment, etc. These questionnaires shall be filed with the Union Director's office in advance of the Appointing interview.
- E. The Appointing Committee shall interview the candidates.
- F. The Appointing Committee shall utilize the Union activity and merit records of those candidates who have participated in Union activities, and also any data from any rating systems or records of other campus-wide organizations.
- G. In passing upon candidates, the Appointing Committee shall consider the qualifications of the candidate as based upon the following factors:
  - 1. They shall consider both the volume and quality of the scholastic record of the student.
    - a. High School
    - b. College
  - 2. They shall consider the volume and quality of the extra-curricular activities of the candidate.
    - a. High school activities
    - b. Union activities
    - c. Campus-wide organizations
    - d. Other offices or recreational organizations
    - e. Athletic and sports activities
  - 3. They shall also consider such personal qualities as:
    - a. Ability to organize projects and assign responsibilities, and delegate authority.
    - b. Ability to cooperate effectively with other students and members of the Union staff.
    - c. Ability to carry out assignments and to furnish reports.
    - d. Ability to work effectively with other campus organizations and to extend the Union services to the entire student body.
  - 4. They shall consider the amount of part-time employment in which the candidate is engaged.
  - 5. They shall ascertain the amount of time the candidate will have available for Union activities in relation to his other activities, studies, and part-time employment.
- H. Within the scope of these By-Laws, the Appointing Committee shall be an independent body, and the individual members of the Committee shall act in accordance with his own judgment and should not be considered as representing the organization which named him to the Committee.
- I. In the case of Freshman candidates, only those who, in the minds of the Committee, have demonstrated exceptional maturity and ability should be appointed.

#### VI. GENERAL RULES AND REGULATIONS

- A. No member of the Board shall be employed and paid from any budget under the control of the Board.
- B. The University of Minnesota Union Board of Governors Pass Policy shall determine who is to receive passes to union events.

C. Any individual expenses incurred by any Board member or student committee or sub-committee chairman who has a pass shall not be paid from Board funds.

## VII. TO PROVIDE FOR THE SELF-GOVERNING ORGANIZATION OF THE UNIVERSITY VILLAGE UNION

### PURPOSE:

In an effort to provide for adequate community, social, recreational, and cultural opportunities for the residents of the University Village, and to encourage the general use of the facilities of the Village Union building, there shall be established a Village Union Board of Directors.

### MEMBERSHIP:

Membership of the Board shall consist of a maximum of twelve members to include nine members who may be either a student of the University paying Union fees or the spouse of such a student, the University Director of Student Unions, and such administrative staff member as may be ultimately provided at the Village Union, and one non-student appointed by the Vice President of Academic Administration. The Union staff members shall be without vote. At no time shall the number of non-student Village members on the Board exceed fifty per cent of the total membership. Of the resident village representatives, six shall be elected by popular vote of the villagers and three appointed, one appointed by the University of Minnesota Union Board of Governors, one by the Village Council, and one by the Grove East Association. Term of office shall be for one year. Members shall be eligible for serving a maximum of four terms.

### POWERS AND DUTIES OF THE VILLAGE BOARD:

Policies pertaining to operation, administration, rules and regulations, activities, and programming shall be the responsibility of the Village Board, except for the approval of the University of Minnesota Union Board of the annual financial budget as prepared by the Village Board. The program area of the Board shall not normally include athletic recreation.

### OFFICERS:

The officers of the Board shall be a President, Vice-President, and Secretary. The duties of these officers shall be those normally associated with these positions. The President shall be elected from among the resident student members.

### COMMITTEES:

There shall be three committees of the Board: The Executive Committee, the House and Finance Committee, and the Program Committee.

The Executive Committee shall serve as a steering committee in considering major policy problems and nominating for officers of the Board and chairman of standing committees. The committee shall be composed of the officers and the Director of Student Unions or his delegated representative, the latter without vote.

The House and Finance Committee shall consider all major financial commitments and operating policies, and prepare an annual budget. Membership shall consist of three members, and the Director of Student Unions without vote.

The Program Committee shall consider and recommend to the Board all major program plans for social, recreational cultural, and family welfare activities. This committee shall consist of four Board members.

**ELECTIONS:**

Elections normally shall be arranged and conducted by the Village Council. Elections shall be scheduled during the third week of spring quarter.

The Board shall have the power to appoint new members to elected members' vacancies which occur between elections. Appointees shall serve only for the balance of the term of office. The members appointed by the three specified governing bodies shall be appointed in the fall immediately following the Village fall elections in order to provide for continuity of membership on the Board.

**CHANGES TO CHARTER:**

Changes to this charter shall be made upon recommendation of a majority vote of the Village Union Board and a two-thirds vote of the University of Minnesota Union Board of Governors.

**SPECIAL PROVISION:**

To facilitate the initiate stages of the Board's function, the Village Council shall appoint all members normally elected. These members shall serve only until a special Fall election which will be held two weeks following the Fall election of the Village Council.

**VIII. APPROVAL AND AMENDMENT OF BY-LAWS**

These By-Laws shall become affective after approval by two-thirds of the whole Board at any meeting and may be amended by two-thirds vote of the whole Board at any meeting, provided, however, the notice of any proposed change must be given in writing to the members of the Board at least one week in advance of the meeting scheduled to consider such change.

4/26/60  
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UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

January 31, 1962

- I. Minutes of the last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Absences excused
    - 3) New members - initiation
    - 4) MBA Senate
  - B. Personnel Committee
    - 1) Thanks
    - 2) Merit Questions
    - 3) Chairmanship approvals
  - C. House and Finance Committee
    - 1) Dirt Room - progress
    - 2) Dirt Room - contest
  - D. Public Relations Committee
    - 1) Event Reports
  - E. Program Committee
    - 1) Skee Trans
    - 2) Announcements
- III. Special Committees
  - A. Civil Service Report - Mr. Pedersen
  - B. Capital Expansion Committee
- IV. Old Business
  - A. By-Laws
- V. New Business
- VI. Announcements
- VII. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of January 31, 1962

Members Present:

Jeff Brodtkin, Jim Cameron, Karen Cravens, Barry Lazarus, Ron Moe, Karen Poulson, Kathy Wagnild, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. E. L. Thomas, Mr. Ed Braman

Members Absent:

Larry Leventhal, Jane Rohrer, Myra Shiff, Jim Tremann, Dr. David LaBeitz, Dr. Donald Zander

Others Present:

Mr. Frank Pieper, Director of Civil Service Personnel, Mr. Ted Kaul - Program Director, Miss Jerry Williams - Daily Reporter, Pat Kay

The meeting was called to order at 6:35 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

Under Personnel Committee, Section 2, Motion K-1826 should read "...appointment of Michael Lebowky..."

The minutes were approved as corrected.

Executive Committee Report

- 1) President Moe welcomed Mr. Frank Pieper, Director of Civil Service Personnel, and introduced the Board members.
- 2) President Moe reported that the Executive Committee had excused Jeff Brodtkin and Dr. Thomas from last week's meeting, and Dr. LaBeitz from this week's meeting.
- 3) President Moe introduced the two new Board members who were elected last week: Sue Bernstein as Variety Area Director, and Judy Hoy as Special Events Area Director. The two new Board members were sworn into office.
- 4) President Moe said that no one had yet volunteered to take his ex officio seat on the MSA Senate, and Jeff Brodtkin expressed an interest in taking the position. President Moe appointed Jeff Brodtkin as his representative on the MSA Senate.

Personnel Committee Report

- 1) Barry Lazarus extended a vote of thanks to Sue Bernstein for the excellent work she did in completing the Personnel Board in Room 231.
- 2) <sup>U-154</sup> Motion K-1826 Barry Lazarus moved that the Board approve the appointment of Mary Kelly as Chairman of the Personnel Bureau.



Motion K-1828 seconded and approved.

<sup>U-155</sup>  
Motion K-1829 Barry Lazarus moved that the Board approve the appointment of Joyce Kolstad as Chairman of the Variety Dance Committee.

Motion K-1829 seconded and approved.

- 3) Barry Lazarus asked whether Board members would like to see assigned seating at the forthcoming Merit; whether they would like a speaker who would speak for half an hour to one hour; and whether they would like to see the Merit held at some place other than the Campus Club. He asked for comments and suggestions to be placed in his box.

#### House and Finance Committee

- 1) Karen Cravens presented a chart showing the present condition of the Dirt Room. A 6515 square foot area has now been dug out.

Mr. Starr thanked Karen for preparing this chart which gave a clear impression of the situation.

- 2) Karen said that the House and Finance Committee had decided to hold a campus-wide contest to find an appropriate name for the new area, to which a theme could be attached. It is hoped that the room will be opened toward the end of the Spring Quarter, and the contest would be held two or three weeks before this. The House and Finance Committee will do the preliminary judging, and the best entries will be brought to the Board for their judgement. The prize will be a pass to all Union events for a quarter.

#### Public Relations Committee

In the absence of Myra Shiff, President Moe read the Public Relations report.

- 1) In order to get all the statistics analysed and obtain the results of the ad moratorium, Board members should submit outstanding reports of events to Myra as soon as possible.
- 2) The Ad Agency will soon be operating fully again, and Board members should give them plenty of notice in order to ensure that work is completed on time.

#### Program Committee

- 1) Jeff Brodtkin reported that so far only 75 tickets had been sold for the Ski Train. If there were not sufficient people going to fill the train, then the party would have to go by bus, but a decision will not be made on this matter until Tuesday next week. Jeff felt that many people fully intended going on the trip, but had not got around to buying their tickets yet. He thought that the title should be changed in future years, maybe to "Fun Train" since the present

title discourages many non-skiers from going on the trip. Jeff asked Board members to do as much word-of-mouth advertising as they could to promote the trip. Jeff reported that the insurance premium had been reduced and now stood at \$1.75, giving a total estimated saving of \$220, if the minimum number of people attend the train.

- 2) Jim Cameron said that G. O. will be placed on the agenda every two weeks.

Kathy Wagnild reported that there will be a Mid-Quarter Mixer from 9:00 p.m. to 1:00 a.m. in the Main Ballroom Friday of this week.

Barry Lazarus asked Board members to bring people to the Coke Hours.

- 3) Kathy Wagnild asked if anything had been done about the Residence Hall Film Series. Mr. Starr said that he had received word from the administrator that the matter is being discussed in the central administration, as this is a University-wide situation. He expects to be kept informed of the progress of the discussions.

#### Special Committees

- A) Mr. Pedersen reported that a new Clerk-Steno has been appointed to replace Mrs. Harrison, and that this appointment will do much to relieve the work load in Mr. Starr's office.

B) Capital Expansion Committee

President Moe reported that the Capital Expansion Committee had met. He explained that the Union was faced with certain financial needs, which could be divided into separate sections: (1) in the area of current operations, provided for by the present Union fee, the Union is slowly losing ground. (2) the University is expanding to the West Bank, and it is estimated that by 1970, there will be 20,000 students on this campus, and a Union building will be essential. Careful long range planning is needed since the Union will have to be built out of its own funds, and at present, funds are not accumulating at a high enough rate to be able to get the future Union built in time to accommodate the students.

President Moe called on Mr. Starr for figures regarding present funds

Mr. Starr presented a chart explaining the financial situation. During 1960-61 the Union received \$340,225 from incidental fees and \$210,481 from other services. Renovation costs are \$61,289 and the repayment on a building loan amounts to \$55,526, and the total operational costs are \$443,546 annually. This leaves a deficit of \$9,655.

The committee arrived at the need for a 16¢ cent increase in the Union fee per quarter per student for the operating budget. The difficulty about making such an increase is the possibility of a \$9 increase per year in tuition fees, and the ceiling figure of \$100, which would not

leave much room for an increase in incidental fees. Also other organizations on campus are asking for fee increases (e.g. MSA are asking for a 10¢ increase and the Daily are asking for a 40¢ increase).

Mr. Starr raised nine questions with the Board:

- 1) Does the campus know of your needs?
- 2) Are you aware of fees for comparable Unions?
- 3) Are you aware of the building programs for other Unions?
- 4) Are you aware of tuition costs in the Big Ten?
- 5) Are you aware of the bill passed by the State Legislature providing for a \$5 fee for State Colleges who do not have Union buildings?
- 6) Are you aware of the long range needs for facilities?
- 7) Are you aware of sources of income available to other Unions but not here at Minnesota?
- 8) Are you aware that the Campus Club has been able to increase its size to almost double the original square footage?
- 9) Does the Union Board want a second-rate Union?

He said that at the time the Expansion and Development Committee completed its study, they recommended that the fee should be increased with the provision that the Board brought their problems to the campus, so that the campus should be aware of them.

President Moe felt that something should be done to make people realize how serious the financial situation is, and how important an organization the Union is. Mr. Starr raised the question as to whether it would be a good idea to close the Union for one day to bring this importance home to the students, staff and faculty. He did not think that many students realized that heat, light and maintenance of the building is paid for out of the Union budget. He knew that Administration knows of our needs, but he realized that other Departments had financial problems too. There are many pros and cons to the entire problem of financing for the University, including the Department of Student Unions.

President Moe referred to the problems of long range planning and the need for a student center on the West Bank campus, since students would be less likely to want to walk all the way over to the Coffman Union. Out of the present fee of \$5.45, 45 cents is put towards capital expansion. By 1967, 4½ million dollars will be needed to take care of the new building. It is unlikely that legislative appropriations could be arranged.

Dr. Thomas asked whether the estimate of 4½ million dollars included food facilities, since an appropriation might be arranged for a Food Service, and building could continue from there. President Moe explained that the estimate only took into consideration the Union building itself and the facilities inside it - Food Service would probably pay for the dining facilities, and the total inclusive cost of the whole setup would then be nearer \$6 million.

Ed Braman felt that we should start now with requests for funds, and keep repeating them until we got results.

U-156  
Motion K-1830 Barry Lazarus moved that the Board approve the following statement: The Union Board of Governors, affirming the important contribution the Union makes to the campus community, students, faculty, staff and alumni, and recognizing that adequate financing is necessary to the continued maintenance of a high level of Union service to the campus, hereby requests an increase in the incidental fee allocation to Union operations of 16 cents per quarter per student, to cover the present "deficit" operations of this Department.

The Board also affirms the importance of a student center facility to be provided for approximately 20,000 students who will be on the West Bank campus by 1970. Realizing the present difficult financial situation of the University, the Board, although not requesting funds for this purpose, directs that the University Fees Committee and the appropriate administrative officials be made aware of the needs of the Department for funding for this expansion so that provision may be made as soon as possible.

Motion seconded.

Objection: Jim Cameron felt that the motion should be made into two separate motions.

Barry Lazarus said he did not see why the motion should be split in this way, since it was simply a proposal that the Administration should be made aware of the Union's problems.

Objection over-ruled.

Mr. Starr warned the Board members that a fee increase of any kind would be unpopular with the majority of students, and that, being in a public office, Board members must be prepared to meet opposition if the motion is carried.

Motion K-1830 carried unanimously.

Mr. Ed Braman left the meeting at 8:00 p.m.

#### Old Business

##### A. By-Laws

The President relinquished the Chair to the Vice President so that he could participate freely in the discussion of his revised By-Laws.

Ron Moe said he would like to draw the Board's attention to the fact that, if these By-Laws are passed, this will be the way the Union Board is set up in the future, and that the Board will start operating under them as soon as it is possible to implement them.

Jim Cameron read the By-Laws through the end of Article III, and considerable discussion took place. Amendments were made as follows:

Article I, Section B(1) The last six words in this sentence should not be underlined.

Article I, Section B (2) The words "summer quarter" should be altered to read "during summer sessions".

Article I, Section E The word "quarter" in line 6 should be altered to "sessions".

Article I, Section F, 2 b.

Motion K-1831 U-157

Barry Lazarus moved that the number of unexcused absences should be 2 instead of 3, and that a statement be added after "in any single quarter" to read "such absences to be judged by the Standing Committee Chairman," and that the final sentence beginning "such excessive absences..." be omitted.

Motion K-1831 seconded and carried.

Article I, Section F, 2 c.

Motion K-1832 U-158

Moved that this section be reworded to read "Any Board member who, in the opinion of the Executive Committee, misses a significant portion of the Board meeting or standing committee meeting, shall be considered absent until excused by the Executive Committee." The last sentence of the revision should be omitted, "Such absences are to be excused..."

Motion K-1832 seconded and carried.

Motion K-1833 U-159 Jim Cameron moved that the Board approve the whole of Article I as amended.

Motion K-1833 seconded and carried.

Article II, Section G

Motion K-1834 U-160

Karen Cravens moved that the words "upon recommendation of the Executive Committee" should be added after the first sentence of this section.

Seconded.

Motion K-1835 U-161 Barry Lazarus moved that Motion K-1834 should read "Personnel Committee" instead of "Executive Committee".

Seconded.

Motion K-1834 as amended was carried.

At this point, Mr. Frank Pieper left the meeting. He thanked the Board for inviting him to the meeting, and said he was very pleased to see the very fine handling of this kind of work. He was impressed by the business-like way in which the meeting was conducted, and by the sense of humor which Board members contributed to it.

Motion K-1835 Dr. Thomas moved that the Board meeting should adjourn at 10:00 p.m.

Motion K-1835 seconded and carried.

<sup>U-162</sup>  
Motion K-1836 Barry Lazarus moved that a section be added to the By-Laws in Article II to read: "Any officer of the Board who has a grievance against another Board member should first report to the President, or if the President is involved, to the Vice President, who shall recommend action to be taken."

Motion K-1836 seconded.

<sup>U-163</sup>  
Motion K-1836a Moved that Motion K-1836 be amended to read "who shall bring the matter to the attention of the Board."

Motion K-1836a seconded.

<sup>U-164</sup>  
Motion K-1836b Jeff Brodtkin moved that Motion K-1836 should be amended to read "All dismissals and reassignments shall be initiated by a Board member and shall be delivered to the Executive Committee who shall have conciliation powers. If no conciliation is reached, the matter will be referred to the Board with no recommendation."

Motion K-1836b seconded.

<sup>U-165</sup>  
Motion K-1836c Dr. Thomas moved that Motion K-1836 should read: "Default of duties and responsibilities of any Board member or officer may be cause for dismissal or reassignment. The Executive Committee shall review such cases and take appropriate action. Any individual who deems the action of the Executive Committee as unjust will have the right of appeal before the Board. (Reassignment of any individual shall be upon the recommendation of the Personnel Committee.)"

Motion K-1836c seconded.

Motion K-1836 as amended in Motion K-1836c was carried.

This section will be Section G in Article II of the By-Laws, and the present Section G will become Section H.

<sup>U-166</sup>  
Motion K-1837 Jim Cameron moved that the Board approve the whole of Article II as amended.

Motion K-1837 seconded and carried.

Article III, Section D, 1 e should be struck out, and the three succeeding items should be moved up one place alphabetically.

Article III Section D, After the paragraph relating to the Recording Secretary, two new paragraphs should be added:

- (5) The Personnel Standing Committee Chairman shall be Chairman of the Personnel Standing Committee.
- (6) The Public Relations Committee Chairman shall be Chairman of the Public Relations Committee.

Article III, Section D, 2b

<sup>U-167</sup>  
Motion K-1838 Barry Lazarus moved that the word "Program" in Section D, 2b, be replaced by the word "Personnel."

Motion K-1838 seconded and defeated.

<sup>U-168</sup>  
Motion K-1839 Jeff Brodtkin moved that the meeting should continue until discussion of Article III was completed.

Motion K-1839 seconded and carried.

Article III, Section D, 2c

<sup>U-169</sup>  
Motion K-1840 Barry Lazarus moved that Section D, 2c, should be amended to read "The Vice President shall be, in the absence of the President, ex-officio member with one vote on all other standing committees. However, at no time, shall the Executive Committee have more than two votes in any standing committee meeting."

Motion K-1840 withdrawn.

<sup>U-170</sup>  
Motion K-1841 Moved that Section D, 2c should be amended to read "In the absence of the President, the Vice President shall be an ex-officio member with vote on all other standing committees."

Motion K-1841 seconded and carried.

Article III, Section D, 4

<sup>U-171</sup>  
Motion K-1842 Moved that the words "to serve as parliamentarian for the Board" be added after "It shall be the duty of the Recording Secretary".

<sup>U-172</sup>  
Motion K-1842 seconded and carried.

<sup>U-173</sup>  
Motion K-1843 Moved that the Board approve the whole of Article III as amended.

Motion K-1843 seconded and carried.

VI. Announcements

Jeff Brodtkin said that the Bowling Committee wished to put on record their sincere thanks to Miles Ottinger for the excellent job he did in arranging for Morrie Oppenheim to give a Bowling exhibition.

Meeting adjourned at 10:20 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

pk



Excerpt

Minnesota 1961 State Legislature; Chapter 460

Minnesota Statute 1857: Section 136.11, as amended by adding a Sub-Division to read:

The State College Board may charge students in any state college a fee not to exceed \$5.00 for a school quarter for the purpose of acquiring, constructing, completing, remodelling or equipping a Student Union at the college where the fee is collected, and for the purpose of providing for a principal and interest and reserve replacement of revenue bonds issued by State Boards in the event that such a union is financed in full or in part by the proceeds of all such bonds. The foregoing limitations on the amount of such a fee is not intended to affect the obligations of the Board under section 136.34 to establish fees and charges for Student Activities and student facilities sufficient at all times to meet bond, principal and interest and reserve requirements. All Student Union fees shall be deposited in a Student Union Sub-Account of the Capital Expenditure account in the college board of the State of Minnesota Revenue Fund created by Section 136.35 and shall be used with any private or public funds which are otherwise made available solely for the payment of capital costs of a student union at the college where the fee is collected; except that no part of the funds required for the said purpose is provided from the proceeds of bonds then from and after the issue of such bonds, said fees shall be deposited in the Maintenance and Operations account of the said revenue fund and applied with revenues derived from the operation of the Union and other facilities financed by bonds to the payment of the costs of operation and maintenance of such facilities and the Board's resolution authorizing such bonds. The State College Board may accept gifts or donations made to any Student Union Sub-Account and is authorized to comply with any terms and conditions on which such gifts or donations are made. All monies deposited at a student union sub-account pursuant to this sub-division are hereby appropriated to the Board for the purposes of fund raising.

**UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION**

**To: UBOG Members**

**January 31, 1962**

**From: Gordon L. Starr, Director of Student Unions**

- 1) Does the campus know of your needs?
- 2) Are you aware of fees for comparable Unions?
- 3) Are you aware of the building programs for other Unions?
- 4) Are you aware of tuition costs in the Big Ten?
- 5) Are you aware of the bill passed by the State Legislature providing for a \$5 fee for State Colleges who do not have Union buildings?
- 6) Are you aware of the long range needs for facilities?
- 7) Are you aware of sources of income available to other Unions but not here at Minnesota?
- 8) Are you aware that the Campus Club has been able to increase its size to almost double the original square footage?
- 9) Does the Union Board want a second-rate Union??

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

February 7, 1962

- I. Minutes of the last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Absences excused
    - 3) Fee Request
    - 4) Evaluation Conferences
    - 5) Area Descriptions
    - 6) Next week's meeting
  - B. Public Relations Committee
    - 1) Advertising Study--Speech by Myra Shiff
    - 2) Newsletter
    - 3) WMR Financial Report
  - C. Program Committee
    - 1) Letter--Ted Kaul
    - 2) Skee Bust--Jeff Brodtkin
    - 3) G. O.
    - 4) Campus Carnival
  - D. House and Finance Committee
    - 1) Exception to House Rules
    - 2) Survey
    - 3) Quarterly report
  - E. Personnel Committee
    - 1) Chairmanship approvals
    - 2) UBC
    - 3) WMR
    - 4) Chair tags
    - 5) Evaluations
    - 6) Dinner meeting February 21
    - 7) Openings
    - 8) Personal
- III. Old Business
  - A. By-Laws
- IV. New Business
- V. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of February 7, 1962

Members Present:

Sue Bernstein, Jeff Brodtkin, Karen Cravens, Judy Hoy, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. E. L. Thomas, Dr. Donald Zander

Members Absent:

Jim Cameron, Mr. Ed. Braman

Others Present:

Scott Wilson - UBC, Bob Bossman - UBC, Judy Mitera - UBC, Ron Bell - UBC, Ted Kaul - Program Director, Miss Jerry Williams - Daily Reporter, Pat Kay

The meeting was called to order at 6:40 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

- 1) Article I, Section F, 2b      The last section should read "Motion K-1831 seconded and defeated."
- 2) Article II, Section G      Motion K-1835 should read "seconded and carried."
- 3) Article II, Section G      It should be noted that Motion K-1836a is an amended motion; that Motion K-1836b is a substitute motion; that Motion K-1836c is a substitute motion, and that substitute motion K-1836c was seconded and carried.
- 4) Article III, Section D, 2c      Motion K-1841 should read "The Vice President shall be an ex-officio member with vote on all other standing committees, in the absence of the President."

The minutes were approved as corrected.

Executive Committee Report

- 1) President Moe welcomed Scott Wilson, Bob Bossman, Judy Mitera and Ron Bell, all from the Union Board Council, and introduced the Board members.
- 2) President Moe reported that the Executive Committee had excused Larry Leventhal, Myra Shiff, Jim Tremann and Dr. LaBerge from last week's meeting, and Jim Cameron from this week's meeting. Jane Rohrer and Dr. Zander were still unexcused absentees from last week's meeting.
- 3) President Moe reported that a letter has now been sent to the University Fees Committee and to Mr. Willey, following Board action last week in connection with the Capital Expansion Committee.

- 2
- 4) President Moe reported that he will be contacting each individual Board member via his mailbox between now and the next Board meeting to arrange a time at which each Board member can meet with Ron to discuss his progress and that of his area.
  - 5) President Moe reported that there were still some people who had not submitted their area descriptions, and that these were now much overdue. He asked that the outstanding area descriptions should be sent in as soon as possible.
  - 6) President Moe said that last week's meeting will be held at the Village Union, and Board members should be there by 6:30 p.m. There will be a short tour of the Village Union, after which the regular meeting will be held.
  - 7) MSA will be having two conferences, on February 20 and February 27, both at 7 p.m., to evaluate the Homecoming Program. They would like a Board member to sit in on this conference, and anyone interested in following this up should contact President Moe.

#### Program Committee

- 1) Jim Tremann read out a letter written to Dick Getchell on behalf of the Kaffee Konzerts planning committee by Lester Mattison of the University Libraries expressing thanks and appreciation for all the work that had been put into the organization of these very successful concerts.
- 2) Jeff Brodtkin said that a full report will be made out on the Ski Train, which may help next year's chairman in the planning of the event. 160 people will be going on the trip, travelling by bus, and all expenses will be covered by this number, although no profit will be made this year.
- 3) G.O.

Judy Hoy announced that there will be a Creative Arts Festival on April 2-7, and that plans are still under way for this. It will feature contemporary artists here on campus, and there will also be an art show with a prize for the winner.

Dr. LaBerge announced that there will be a Kaffee Konzert next Wednesday at which Dr. Schussler will be the main attraction.

Larry Leventhal said that the Art Craft Studio will be starting instructional classes in various crafts this Thursday. Each series of classes will last for four weeks, and the cost is \$2.

Larry said that Talent Associates will be holding talent auditions in the near future in an attempt to get more people on the Talent Associate files.

Jane Rohrer reported that Coffman Musicale is sponsoring the Greenwood Singers on Friday, February 9, between 8:30 and 10:30 p.m. in the Main Ballroom.

Jane said that the noon hour listening series continues, featuring two days of jazz, one day of classical music, and one day of Broadway music.

Sue Berstein reported that the Program Committee is planning more Coffee Hours at which speakers will talk about marriage, careers, going back to school, etc.

Jim Tremann said that there will be a poetry recitation on February 14 by Dr. James Wright, Professor of English.

He reported that plans are being made for a dance or a social program for the graduate students.

Barry Lazarus reported that Coke Hours are continuing, and more people are turning up each time.

Karen Poulson reported that the "Meet the Professor" series had started again, beginning with Dr. LaBerge. Next week it will be Dr. Gibbs from Anthropology.

She said that next week there will be a reading of "Hedda Gabler" by Dr. Thompson and some of his students in the Speech Department. There will be a panel discussion of "Faust" in the near future, also featuring Dr. Thompson.

Jeff Brodtkin announced that there will be a Co-Rec night this Friday night, and that the Ski-Train outing will take place this coming weekend.

Kathy Wagnild reported that it is hoped that the Square Dance on Friday, February 16, will be a special costume dance. The Variety Dance are holding a Valentine's Dance on the 17th of February, and all Union personnel will be admitted free to this dance.

Karen Cravens showed the Board members an old horseshoe which had been found during the excavations in the Dirt Room. It had been decided that this should be hung over the doorway as a token of good luck, or used in some other way.

Ted Kaul urged Board members to attend events which were outside their own area, so that they could get an overall view of programming. Board members are to encourage their committee members to do so also.

- 4) Ron Moe reported that a letter had been received from the Campus Carnival Committee asking if the Union was still interested in participating in the Carnival this year.

<sup>V-149</sup>  
Motion K-1844 Myra Shiff moved that this matter should be sent to the Program Committee for consideration.

Motion seconded.

Barry Lazarus felt that there was a lot of work which had to be put into the Campus Carnival, and the Program Committee already had enough work to do. Jim Tremann felt that a special committee should be set up which would work under the direction of the Program Committee.

Motion K-1844 withdrawn.

U-150

Motion K-1845 Myra Shiff moved that the Board create a Campus Carnival Committee here at the meeting, this event to be under the direction of the Program Committee.

Motion K-1845 seconded and carried.

Public Relations Committee Report

- 1) Myra Shiff reported that the advertising study was not likely to come up with any momentous results, when all the evidence had been analysed, but that such results as there were, would be of help to some committees, and would set the stage for additional studies in the same field in future years. One of the main items of interest appeared to be that attendance at Union events was not affected by cutting advertising in the Daily, if good poster work was done. Myra gave the Board suggestions on how a future study of this sort could be better handled so that the results would be more conclusive.

U-151

Motion K-1846 Myra Shiff moved that the Board approve that each chairman submit an advertising budget proposal at the end of each quarter, with their entire budget proposal. This will then be approved by the Public Relations Committee.

Motion seconded.

This motion would give the Advertising Committee some control over what advertising is being used, and keep the chairman informed as to how much was being spent.

Barry Lazarus felt that chairmen would know how much was being spent, and would resent being told how much to spend.

Jim Tremann felt that the Advertising Committee should act in an advisory capacity rather than to say exactly how much each committee should spend.

Ted Kaul said that the Board had tried two years ago to limit each budget, but that it had not in practice worked out well.

Motion K-1846 defeated.

- 2) Myra read a letter from the Association of College Unions Region VII headquarters, requesting a summary of the highlights of Union programming to be included in a newsletter which will go out later in the year. Myra asked that each Area Director should submit a report of the highlight in the events of his area, including information about attendance figures, general expenses involved in the program, publicity used if different in any way from the normal, etc. These reports should be in Myra's box by Wednesday of next week.

- 3) Myra Shiff presented and explained the WMMR Financial Report for the end of the Fall Quarter. Their total income had been \$2576, and their total expenses \$2541, giving a profit of \$25. WMMR was well covered for this quarter's expenses

Mr. Starr asked what WMMR was doing about the loan which the Board made to them. Myra explained that they hoped to raise \$3000 to cover the repayment of the loan in the near future.

#### House and Finance Committee Report

- 1) Karen Cravens reported that the House and Finance Committee is proposing to send out questionnaires to a random sample of the campus population to try to find out how many people use the Union, how often, and what attracts them here, etc.
- 2) Karen presented and explained the quarterly report which in fact covered financing from July 1, to December 31, 1961.

Jim Tremann asked why there was such a big increase in program costs. Karen explained that more programs were put on during this time than normally. Jim then asked why there was such an increase in maintenance costs. President Moe said that some materials which had been ordered at the beginning of the year had not arrived until the end of the year when payment had to be made for them.

Kathy Wagnild asked why the Village Union Fountain had not made such a big profit as in the previous year. Ron Moe explained that the Village Union population is gradually decreasing and the Union will be closing down in a few years' time, therefore less people are using the Fountain Service.

Larry Leventhal suggested that food supplies for the Village Union should, in view of this, be cut down to meet the numbers who were actually using it.

Karen Cravens suggested that the matter might be reviewed next week, when the Board would be meeting at the Village Union.

#### Personnel Committee Report

- 1) <sup>U-162</sup>  
Motion K-1847 Barry Lazarus moved that the Board approve that Carolyn McManus be approved as Student Faculty Relations Chairman, and that Judith Kaplan be approved as Summer Programming Chairman.

Motion K-1847 seconded and carried.

- 2) Barry Lazarus said that the UBC wished to express their thanks to Ted Kaul for getting the UBC to the Owatonna State School for Mentally Retarded Children. Scott Wilson gave a brief report of the Owatonna trip. There had been a good attendance - 31 UBC members including advisors and Ted Kaul, out of a possible total of 46.
- 3) Barry expressed his thanks to Myra Shiff and the WMMR staff for taping the music used during the Coke Hours.



- 4) Barry said that all the Board members now had their name tags fitted to their Board room chairs.
- 5) Barry said that chairmen should aim to have their evaluations in by February 14.
- 6) Barry reported that the meeting on February 21 will be a dinner meeting, to which the winners of the committee of the quarter, the committee chairmen of the quarter, and the committee members of the quarter will be invited. For this occasion, Board members should wear their suits.
- 7) Barry reported that there were only two committee openings left now.
- 8) Barry raised the question of the remaining UBOG photographs. Myra said that she, Judy Hoy and Sue Bernstein had had their photos taken at the beginning of the week, and that the proofs will be sent over from the photo lab. in a few days' time.
- 9) Barry said that an idea had been suggested to hold a party for UBOG personnel. Anyone with ideas and suggestions should let Barry know.

#### Old Business

<sup>U-153</sup>  
Motion K-1848 Barry Lazarus moved that continued discussion of the By-Laws should be postponed until next week's meeting.

Motion K-1848 seconded and carried.

Myra Shiff asked about the progress of the Cross Lounge. President Moe said that all the materials for the lounge have been ordered, and until all of it is delivered, no more progress will be made.

Dr. Zander reported that there were several openings for next year for student positions on the Senate and Administrative committees. Anyone interested in applying should obtain an application blank from the MSA office, 213 Coffman Union. The closing date for applications is February 8.

#### New Business

- 1) Mr. Starr reported that he had today lunched with Dr. Enslin who was at the University speaking in Murphy Hall for the past three days. Dr. Enslin had mentioned Terry Olafson, former UBOG President, and mentioned the "excellent job" that Terry is doing as Director of Student Unions at St. Lawrence College, New York.
- 2) Mr. Starr said that he had been asked to serve on the Governors' Youth Committee, and to participate in their April conference. This conference will deal with the employment problems of youth. Soon there will be a great bulge in the number of young people seeking jobs because of the population explosion. It is hoped to get the viewpoints of college and later high school students on this matter.

- 3) Mr. Starr said that it had been recommended that Ted Kaul should attend the ACU annual meeting at Purdue University. He will also attend the Management Course prior to the conference, and has been asked to serve on one of the panels at the Conference.
- 4) Mr. Starr commended the Board members who gave good informative reports. With the holiday coming up, he reminded the Board that Lincoln had been defeated in every office for which he ran, and that, as Board members, we learn by mistakes, we learn by defeats, we learn most by working together!

Larry Leventhal reported that the Minnesota Floating Gallery had received a donation from one of its exhibitors in appreciation of the good work the gallery is doing.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Gordon L. Starr,  
Recording Secretary

pk

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

February 14, 1962

- I. Minutes of the last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Conferences
  - B. House and Finance Committee - no report
  - C. Personnel Committee
    - 1) Committee Chairmanship Approval
    - 2) Evaluations and Rosters
    - 3) Meeting next week
    - 4)
  - D. Public Relations Committee
    - 1) Newsletter Material
    - 2) Buttons
    - 3) Pictures
  - E. Program Committee - Dr. LaBerge
    - 1) Campus Carnival
    - 2) Seeger Concert
- III. Old Business
  - A. By-Laws
- IV. New Business
- V. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of February 14, 1962

Members Present:

Sue Bernstein, Jeff Brodtkin, Karen Cravens, Barry Lazarus, Ron Moe, Karen Poulson, Jane Rohrer, Myra Schiff, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. Donald Zander, Mr. Ed Braman

Members Absent:

Jim Cameron, Larry Leventhal, Jim Tremann, Dr. E. L. Thomas

Others Present:

Brad Seabury - Village Union Manager, Art Schwalm - President, Village Union Board of Governors, Wes Creed - Village Co-op Board of Governors, Jim Ring - Village Union Council, Arnie Silberman - Program Chairman VUBOG, Ron Bell - UBC, Tee Buckman - UBC, Andy Price - UBC, Paul Freeman - UBC, Roger Williams - UBC, Ted Kaul - Program Director, Jerry Williams - Daily Reporter, Pat Kay

The meeting was called to order at 7:05 p.m. at the Village Union, after a short tour of the Union conducted by Art Schwalm, President of the Village Union Board of Governors.

The minutes of the last meeting were corrected as follows:

- 1) Item 6 of the Executive Committee report should read "next week's meeting will be held at the Village Union..."
- 2) Under Section 1 of the Program Committee report, "Jane Rohrer" should be read in place of "Jim Tremann".
- 3) The first item on page 3 should read "... the Charm Committee is planning more Coffee Hours..."

The minutes were approved as corrected.

Executive Committee Report

- 1) President Moe introduced the members of the Board, and the guests.
- 2) President Moe reminded Board members that the Executive Committee would like to have conferences with all Board members on Thursday and Friday of this week, at the times indicated on the notes in their mailboxes. Board members should do their best to attend at the arranged time, or to make an alternative appointment time.

House and Finance Committee Report

- 1) Karen Cravens reported that the House and Finance Committee had approved an exception to the House Rules so that the Bridge Committee could use the Game Room at 3:00 p.m. on February 21.
- 2) <sup>V-136</sup> Motion ~~K-1849~~ Karen Cravens moved that the Board approve that the Pig and Coffee Commuters' Club have a contact table in the foyer of Coffman

Union, where students could come and sign a petition indicating that they would like the four street parking lots to be kept open for student use.

Motion K-1849 seconded and carried.

- 3) Karen reported that an additional estimate had been received from Physical Plant Services for the sum of \$23,000 to be used to improve the ventilation system in the Dirt Room. Mr. Starr pointed out that if the best use was to be made of this extra room space, it would be less costly to install improved ventilation equipment now, than at a later stage.

<sup>U-137</sup>  
Motion K-1850 Karen Cravens moved that the Board approve that the sum of \$23,000 be appropriated for the improvement of the ventilation system in the new room under construction in the east wing of Coffman Union.

Motion seconded.

Dr. Zander asked where this extra money would be taken from. President Moe told him it would come from the Renovation Fund, which has a balance to cover this payment.

Motion K-1850 carried.

#### Personnel Committee Report

- 1) <sup>U-138</sup>  
Motion K-1851 Barry Lazarus moved that the Board approve that Sandy Fangmeyer be appointed as Art Craft Studio Committee Chairman.

<sup>U-139</sup>  
Motion K-1851 seconded and carried.

<sup>U-139</sup>  
Motion K-1852 Barry Lazarus moved that the Board approve that Bill Lloyd be approved as Publicity Committee Chairman.

Motion K-1852 seconded and carried.

<sup>U-140</sup>  
Motion K-1853 Barry Lazarus moved that the Board approve Karen Cervine as Single Swing Committee Chairman.

Motion K-1853 seconded and carried.

- 2) Barry read out a list of areas for which no evaluations had been received, and asked that these be submitted as soon as possible. Board members should also submit their committee rosters as soon as possible, so that members' eligibility can be checked.
- 3) Barry reminded Board members that next week's meeting will be a dinner meeting when awards will be presented to the winners of the committee, committee chairmen, and committee members of the quarter. The dinner will start at 6:30 p.m. in Room 307 Coffman Union, and Board members should dress accordingly.

### Public Relations Committee Report

- 1) Myra Shiff reported that so far only three people had submitted material for the Association of College Unions Region VII newsletter. When all the material has been received, it will be coordinated into a report for the ACU, and the deadline for receiving this is March 5. Myra asked that all Board members should submit their material as soon as they possibly could.
- 2) Myra reported that the Human Relations Committee of MSA together with SNCC ( a negro-white integration group - Student Non-Violent Coordinating Committee) are selling buttons, featuring the slogan, "We Shall Overcome", priced at 25¢ minimum per button. All proceeds will go towards the promotion of the SNCC group, and MSA are asking all Union Board personnel to support this campaign personally, and to spread word about it on the campus.
- 3) Myra reported that all UBOG photographs had now been taken, and all the selected proofs would be sent back to the Photo Lab, as soon as possible - two people had yet to return their proofs.

### Program Committee Report

Jim Cameron had asked Dr. LaBerge to present the Program Committee report in his absence.

- 1) Dr. LaBerge reported that the Program Committee had had a lengthy discussion about the Campus Carnival. It had been felt that members of UBC might be asked if they would be interested in helping to set up some appropriate representational activity of the Union at the carnival. Such a group should be headed by a responsible person who would coordinate plans and delegate responsibility in any way he thought fit. This person would spend as much time as he deemed appropriate and could spare on this particular activity. The Program Committee had suggested that President Moe be asked to take this position.

Myra Shiff pointed out that there was a tremendous amount of work involved in the planning of the Campus Carnival.

Ron Moe said he would come back later to the Board with his decision on whether he would be able to take the position.

- 2) Dr. LaBerge said that in November, 1961, the Student Peace Union co-sponsored a concert featuring Peggy Seeger.

A situation had arisen between the Student Peace Union and the local Musicians' Union as to the question on whether Peggy Seeger's act was a show or a concert. Under Musicians' Union rules, all out of state performers must abide by the local rules, and local unions decide whether an act constitutes a show or a concert. Local rules state there must be a minimum of 7 standbys for a show, a minimum of 5 for dancing, and no standbys are necessary for a concert.

The Peace Union had not registered for any standby musicians since the event was thought to be a concert. In the Musicians' Union's estimation, it was a show, and this fact was brought to the Peace Union's attention late on the actual day of the concert. A verbal agreement had been made and the Peace Union chairman had requested 7 banjo artists as standbys. At this late stage, 7 musicians had been sent instead. Following the event, the Peace Union submitted a list of questions to the local Musicians' Union, refusing to pay the bill of \$115.00 for the standby musicians until they had been answered. The Musicians' Union refused to do so, saying that it was not their position to answer such questions, and since then, there has been a stalemate, and the Peace Union has been placed on the National and Local Musicians' Union "blacklist". The Program Committee had discussed this whole issue and had felt that the Board, since they co-sponsored the event, should consider paying the sum of \$115.00 if the Peace Union still refused to do so, since this situation affects several other departments on campus, such as Concerts and Lectures, Music Department, and KUOM, and others who from time to time request assistance from the Musicians' Trust Fund. No such requests would be granted, and there would be extreme tension between the University and the Musicians' Union until this situation has been clarified.

Jeff Brodtkin felt that since the Board had co-sponsored this event, they had an obligation to pay the bill. President Moe pointed out that the Peace Union fully intended to pay the bill, but not until the questions had been answered.

<sup>V-141</sup>  
Motion K-1854a → Jeff Brodtkin moved that the Board assume responsibility for the money owed to the musicians, and also that the Board refuse the Peace Union future use of Union facilities.

Motion K-1854a seconded.

Barry Lazarus felt that the list of questions should be answered, since they were of interest to many people on campus, as well as for the sake of future Union programs. He also felt that the public should be made aware of this situation and their opinion sought.

Dr. Zander spoke to the second part of the motion, and said that the Peace Union is a good group with integrity, and they seem to have justifiable reasons for taking this stand.

Dr. LaBerge did not feel that the payment or non-payment of a bill should be a criterion for a group's integrity.

Ed Braman felt that the Board should first decide whether to pay the bill or not, and afterwards discuss what action should be taken about the use of Union facilities by the Peace Union.

Dr. Zander pointed out that a check for \$83 had been given to the Musicians' Union by the Peace Union on the understanding that this would pay for the standbys at dance rate. The check had been returned.

Mr. Pedersen said that the necessity for standbys had been made known before the performance, even if it had been at a late stage, and that the Peace Union chairman had agreed at this time that standbys should be sent. Therefore, this constituted a legal contract and the money due should be paid.

Barry Lazarus felt that the Board should back the Peace Union in this matter and take a firm stand.

Question was called.

Motion K-185la defeated.

<sup>U-142</sup>  
Motion K-185lb Jeff Brodtkin moved that the Board pay the sum of \$115 due to the standby musicians connected with the Peggy Seeger concert.

Motion K-185lb seconded and carried.

<sup>U-143</sup>  
Motion K-185lc Barry Lazarus moved that the Board support the Student Peace Union in their endeavor to obtain answers to their questions to the Musicians' Union.

No second.

<sup>U-144</sup>  
Motion K-185ld Barry Lazarus moved that discussion of this issue be postponed indefinitely.

No second.

<sup>U-145</sup>  
Motion K-185le Myra Shiff moved that the Board support the Student Peace Union in their stand against the Musicians' Union.

Motion seconded but withdrawn.

<sup>U-146</sup>  
Motion K-185lf Myra Shiff moved that the Board support the principles and policy of the Student Peace Union in seeking the information contained in their questions to the Musicians' Union.

<sup>U-147</sup>  
Motion K-185lf seconded. Second withdrawn and substitute motion made. Barry Lazarus moved that Myra Shiff's motion should include the words "and that the Union Board of Governors would also be interested in securing answers to some of the questions."

Motion K-185lf seconded and carried.

Amended Motion K-185lf Myra Shiff moved that the Board recommend that these questions be presented to the University Committee for their investigation and that the Committee report back to the Board in two weeks' time.

Motion K-185lf seconded and carried.

At 8:45 p.m. the UBC members left the meeting, thanking the Board for inviting them to attend.



Old Business

1) By-Laws U-148

Motion K-1855 Ed Braman moved that the Board postpone discussion of the remainder of the By-Laws until next week.

Motion K-1855 seconded.

Barry Lazarus felt that this discussion had already been postponed for too long.

Ed Braman felt that a serious and thoughtful discussion would be impossible tonight because of the lateness of the hour.

Motion K-1855 carried.

No New Business

Announcements

1) President Moe reminded the Board that MSA will shortly be holding two meetings to evaluate Homecoming, and that there should be at least one Board member present, since MSA are hoping to run the next Homecoming instead of the Union Board. Karen Cravens and Jeff Brodtkin volunteered to attend on behalf of the Board.

2) Mr. Starr said that he and two members of his family had attended the Ski Train outing and that they had enjoyed themselves very much, and had been impressed by the smooth way in which the outing had been handled.

Jeff Brodtkin said that at first sight it seemed that the Ski Train had made a profit of \$300, but that a full financial report will be submitted to the next meeting.

3) Mr. Starr urged Board members to read through the remainder of the By-Laws very carefully, so that at next week's meeting a maximum amount of time can be spent on controversial issues, and the minimum on straightforward By-Laws.

Ron Moe reminded Board members that there were only two more Board meetings this quarter, and that, therefore, it was desirable for the discussion on the By-Laws to be finished as soon as possible.

Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

PK/mb

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

February 21, 1962

- I. Minutes of the last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Absences
    - 3) Conferences
    - 4) Letters
    - 5) Liaison Committee members
    - 6) 1962-62 UBOG
  - B. House and Finance Committee
    - 1) Exception to the House Rules
    - 2) Dirt Room contest
  - C. Program Committee
    - 1) Campus Carnival
    - 2) Committee Chairman Invitations
    - 3) Outing Equipment Rentals
    - 4) Conferences
    - 5) Budget
    - 6) Attendance Reports
    - 7) G.O.
    - 8) Announcements
  - D. Personnel Committee
    - 1) P.B.
    - 2) Merit Nominations
    - 3) Mug Shots
    - 4) Evaluations
    - 5) Rosters
  - E. Public Relations Committee
    - 1) Announcements
- III. Old Business
  - A. By-Laws
- IV. New Business
- V. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of February 21, 1962

Members Present:

Shue Berstein, Jeff Brodtkin, Jim Cameron, Karen Gravens, Judy Hoy, Barry Lazarus, Larry Leventhal, Ron Moe, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Gordon Starr, Dr. E. L. Thomas, Dr. Donald Zander

Members Absent:

Karen Poulson, Mr. Walfred Pedersen, Mr. Ed Braman

Others Present:

Dan Peitso - Square Dance Committee; Linda Pickens - UBC; Edie Lagzdin - UBC; Chuck Tremann - UBC; Kit Finley - Talent Associates; Richard Dierks - Union Jazz Workshop; Sally Liu - Dance Instruction; Ted Kaul - Program Director; Miss Jerry Williams - Daily Reporter; Pat Kay

The meeting was called to order at 3 p.m. in Room 346 of Coffman Memorial Union

The minutes of the last meeting were corrected as follows:

- 1) Judy Hoy's name should be amongst those absent from the meeting.
- 2) Executive Committee, Section 2, should read, "President Moe reminded Board members that he would like ..."
- 3) ~~Trusts & Finance~~ Finance Committee, Section 2, should read, "... that they would like the Fourth Street parking lots .."
- 4) Public Relations Committee, Section 1, should read, "... it will be coordinated into a report for the Region VII Newsletter..."
- 5) Motion K-1354 was seconded and carried.
- 6) Motion K-105 ~~f~~ <sup>e</sup> ~~was~~ <sup>was</sup> seconded and carried.
- 7) Amended Motion K-1354 ~~f~~ <sup>f</sup> was seconded and carried.

The minutes were approved as corrected.

Executive Committee Report

- 1) President Moe introduced the members of the Board and the guests.
- 2) President Moe said that the Executive Committee had made the following decisions about absences last week: Jim Cameron - unexcused; Larry Leventhal - excused; Jim Tremann - unexcused; Dr. Thomas - unexcused; Judy Hoy - excused.
- 3) President Moe said that the only person he had yet to have a conference with was Karen Poulson. All the other conferences had gone fairly well, and it was hoped, beneficial to all concerned.
- 4) President Moe read out a letter from Mr. Lundin saying that two people have now been appointed to the Liaison Committee: Sterling B. Garrison, Assistant to the Vice President, and Lyle B. Griggs, Inventory Supervisor.

A letter had been received from Mr. Willey saying that the information on the fee request had been forward to the Fees Committee. The regents will not be making any change in the incidental fee structure, but the Fees Committee will take this information into consideration.

A letter had been received from Vernus Vitins, Newspaper Librarian, in appreciation for the Kaffee Konzert series which he had found most unusual and refreshing.

President Moe also read out a letter from the Chief of Police in Virginia, Minnesota, saying how impressed he had been by the good handling and the good behaviour of the parties attending the Ski-Train, which he said was a distinct credit to the University. They would be happy to host any such event again at any time in the future.

- 5) President Moe reminded the Board that it was time to think about next year's UBOG, and for each Board member to consider what area he would be interested in applying for. Board members retiring from the Board should contact their most talented people on their committees with a view to applying for vacancies.

#### House and Finance Committee

- 1) Karen Gravens reported that the committee had approved an exception to the House Rules to allow the MSA Rules Commission to stay in the building until 12 midnight on April 11 and 12.
- 2) Karen reported that the Dirt Room Naming Contest will be held in the first week in April. An Ad Agency artist will make a sketch of the area which will be published in the Daily, together with a feature article about the area.
- 3) Karen reported that the House & Finance Committee has been in consultation with Ted Smythe, Administrative Fellow in regards to a survey on the campus about the better use of Coffman Union.

#### Program Committee

- 1) Jim Cameron quoted Motion K-1733 from the minutes of May 24, 1961, in which it was decided that UBOG should enter the 1962 Campus Carnival as an active participant. Jim reminded the Board that a petition, which had to include all information about the proposed program, had to be in by March 1, though he felt that a one week extension might be granted. A chairman was needed to head a committee, and new ideas would be welcome for this event.

A short discussion took place on whether the UBOG should enter Campus Carnival on a competitive or a non-competitive basis. Various suggestions included organizing something on the lines of "Candid Camera", games of chance, incorporating the aims of the Union.

<sup>U-108</sup>  
Motion K-1856 Jim Tremann moved that the Union put on a show in the Campus Carnival on a competitive basis.

Motion seconded.

It was suggested that the word "show" should be struck and the word "event" be substituted in Motion K-1856.

Question called

Motion K-1856 carried.

The Chair ruled Motion K-1856 out of order because of the Motion K-1733 already carried at the meeting of May 24, 1961.

- 2) Jim Cameron reported that the Program Committee will be inviting the various committee chairmen individually to attend a specific Board meeting, and the first chairman will be invited to attend next week's meeting.
- 3) Jim reported that it had been suggested that the Outing Equipment Rentals Committee be dissolved, and the service incorporated with the Outings Events Committee.

<sup>U-109</sup>  
Motion K-1857 Barry Lazarus moved that the Outing Equipment Rentals Committee be dissolved.

Motion seconded.

Mr. Starr said that it had been suggested that rentals should be made from the Bowling Lanes, since this area was open more hours than anywhere else in the building, and this would therefore help overcome the difficulty of checking out equipment. It was suggested that the matter should be referred to the House & Finance Committee.

Question called and Motion K-1857 carried.

- 4) Jim reported that he hopes to contact all Board members during the next two weeks in order to talk with them about their program plans, etc.
- 5) Jim reminded the Board that they should start turning in their requisitions for budget adjustments at the end of the quarter, if an increase or decrease is wanted. If no change is required, a note should be submitted to this effect, so that no change will be made. These requisitions and notes should be submitted before finals.
- 6) G.O.

Mr. Starr reported that a cheque for \$115.00 has now been paid to the musicians at the Peggy Seeger Concert, in accordance with the Board's decision last week. Mr. Starr said that the University Committee on Relations with the Musicians' Union has met, and the list of questions has been slightly revised, and presented to the Musicians' Union, who have said they will be prepared to give some type of answers to the questions.

Jane Rohrer reported that Goffman Musicale is sponsoring a noon program featuring a group of local folk singers on Friday, March 2

Dr. Zander reported that there will be 26 Russian educators on campus next week, and he felt it would be a good idea if they were to be invited to attend the meeting next week. Ron Moe said that University Relations will issue an open invitation to all those who would like to attend.

Barry Lazarus said that there will be a Coke Hour next Tuesday as usual.

Larry Leventhal said that the Art Craft Studio Committee will be holding a student art sale during the Creative Arts Festival on April 6.

Judy Hoy reported that the Creative Arts Festival is making progress.

Kathy Wagnild reported that Variety Dance is sponsoring a Mardi Gras Dance on March 2, featuring the Hall Brothers Jazz and Dance Band.

Jim Tremann said that a questionnaire would be sent out to a number of graduate students, to find out what sort of programs they would be interested in having solely for graduate students.

Myra Shiff said that the Advertising Study was almost completed.

Ron Moe reported that the Big Ten Student Conference will be held on March 30-31, and will be held at the University of Illinois. He was not sure at present how many students were allowed to attend, and those interested should contact him.

- 6) Jim said that, with the end of the quarter in sight, he would like attendance figures to be submitted as soon as possible for the attendance report.

Jim reminded Board members that the Program Committee meeting was held every Wednesday, and that anyone was welcome to attend.

#### Personnel Committee

- 1) Barry Lazarus expressed his thanks to the Personnel Bureau, and especially to Gretchen Hein, for the excellent work that had been done on the Personnel Bureau display.
- 2) Barry reminded Board members that it was time to start thinking about Merit nominations, for which Board members and committee chairmen were eligible. Applications should be typewritten. The Merit Reception will be held on 15 May.
- 3) Barry again raised the question of the UBOG photos. Myra Shiff said that all the proofs had now been sent to the Photo Lab., and the prints should be returned by the end of the week.
- 4) Barry said that some committee chairmen had still not sent in their evaluations and for this reason some committee members had lost their chance to be considered for an award. Barry also read a list of areas which had not yet submitted committee rosters, and asked for this to be done quickly. Area Directors should turn in their rosters if the committee chairmen do not do so.

#### Public Relations Committee

- 1) Myra Shiff reported that most of the material for the Region VII Newsletter had now been handed in. She read a list of areas which had not yet submitted, and asked that material should be sent in as soon as possible.
- 2) Myra said that Public Relations would be working with House and Finance on the survey they hoped to make of the use of the Union.

Old Business

- 1) Myra Shiff asked if anything had been done about a movie policy. Jim Cameron said that the matter was being considered, and it is hoped that a decision will be made fairly soon.
- 2) Judy Hoy said that Board members would find flyers in their boxes urging people to apply for publicity work for the Creative Arts Festival. Assistance in this area would be greatly appreciated.
- 3) By-Laws  
The President relinquished the Chair to the Vice President so that he could participate freely in the discussion of his revised By-Laws.

Article II, Section G

<sup>U-110</sup>  
Motion K-1858 Ron Moe moved that the last sentence of Motion K-1836c, passed at the meeting of 1/31/62, which read "Reassignment of any individual shall be upon the recommendation of the Personnel Committee," should be struck.

Motion seconded.

<sup>U-111</sup>  
Motion K-1859 To table Motion K-1858 until a new proposed by-law for Article II, Section G had been discussed.

Motion seconded and carried.

<sup>U-112</sup>  
Motion K-1860 Barry Lazarus moved that Section G of Article II should be revised to read: "Default of duties and responsibilities of any Board member or officer may be cause for dismissal or reassignment. A sub-committee shall be created solely for the judgement of cases involving dismissal or reassignment of any Board member or officer. The membership of this committee shall consist of the President, Program Chairman, and the Personnel Standing Committee Chairman. In the event that complaints are brought against any one of these three, the Secretary-Treasurer of the Board shall become a member of the committee. This committee shall have the power to request reassignment or the resignation of any Board member or officer, if in their opinion such action is warranted. In the event of a refusal of any Board member or officer to comply with the recommendation of this committee, the committee shall have the power to recommend action to the Board in cases involving potential dismissal or reassignment. Any recommendation of this committee shall only become permanent upon a two-thirds majority vote of those present at any official Board meeting."

Motion seconded.

<sup>U-113</sup>  
Motion K-1861 Myra Shiff moved that the last sentence of Motion K-1860 should be amended to read: "...upon a two-thirds majority of all members of the Board present at any official Board meeting."

Motion seconded and carried

Question called.

Motion K-1860 defeated.

Motion K-1858 back on the floor.

Motion K-1858 carried.

<sup>U-114</sup>  
Motion K-1862 Larry Leventhal moved that the last section of Motion K-1858 should be added to Article II, Section G to read: "In the event of a refusal of any Board member or officer to comply with the recommendation of this committee, the committee shall have the power to recommend action to the Board in cases involving potential dismissal or reassignment. Any recommendation of this committee shall only become permanent upon a two-thirds majority vote of all members of the Board present at any official Board meeting."

Motion seconded.

Substitute Motion K-1863 Ron Moe moved that the last section of Article II, Section G, should read: "In the case of appeal to the Board, a two-thirds majority vote of the Board shall be necessary to uphold the Executive Committee's recommendation."

Motion seconded.

Question called.

Motion K-1863 carried.

<sup>U-115</sup>  
Motion K-1864 Larry Leventhal moved that after the words: "...to uphold the Executive Committee's recommendation," a new sentence be added: "Any member of the Executive Committee may disqualify himself from the above consideration if he feels that he should do so for personal reasons."

No second.

Article IV, Section B, 1

<sup>U-116</sup>  
Motion K-1865 Myra Shiff moved that this section should read: "The chairmen of the standing committees are appointed by the existing Executive Committee, and assume their position as members of the Executive Committee."

Motion seconded and defeated.

Article IV, Section B, 2 The wording in this section should be altered to read: "The membership of the standing committees shall be approved by the Board..."

Article IV, Section E, 4B

<sup>U-117</sup>  
Motion K-1866 Dr. Thomas moved that a section (e) be added to read: "A quorum shall consist of a minimum of four area directors."

Motion seconded.



Substitute Motion K-1867 Kathy Wagnild moved that a rotating three area director system for a quorum be adopted. For example:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Special Events	Recreation	Special Event
Variety	Graduate	Music
Social	Fine Arts	Topics

Motion seconded.

<sup>U-118</sup>  
Motion K-1868 Barry Lazarus moved to close debate on motions K-1864 and K-1865.

Motion K-1868 seconded and carried.

Motion K-1867 carried.

Article IV, Section E, 4 b

<sup>U-119</sup>  
Motion K-1869 Jim Cameron moved that the following words be added "All area directors shall be considered members of the committee without vote and be encouraged to attend as many Program Committee meetings as they can, so that they will be informed when the come to a vote."

Motion seconded and defeated.

Article IV, Section F

<sup>U-120</sup>  
Motion K-1870 Ron Moe moved that a sentence be added at the end of Section F, to read: "All standing committees shall meet at least once between meetings of the Board."

Motion seconded and defeated.

Article IV, Section G

<sup>U-121</sup>  
Motion K-1871 Ron Moe moved that the end of the first sentence be altered to read: "... except as otherwise stated below."

Motion seconded and carried.

Article IV, Section G, 2

<sup>U-122</sup>  
Motion K-1872 Ron Moe moved that a subsection (f) be inserted between the present section e and f to read: "approve exceptions to those rules, which shall become effective upon announcement to the Board, unless there is an objection, in which case Board action shall be required."

Motion seconded and carried.

The present subsections f, g, h, i, now become subsections g, h, i, and j.

Article IV, Section G, 3

U-123  
Motion K-1873 Ron Moe moved that a subsection (f) be inserted between the present section e and f to read: "approve chairmanship appointments, which become effective upon announcement to the Board, unless there is an objection, in which case Board action shall be required."

Motion seconded and carried.

The present subsections f, g, h, i, now become subsections g, h, i, and j.

U-124  
Motion K-1874 Barry Lazarus moved that words be added to the end of subsection l to read: "whose chairman is an ex-officio of the Personnel Standing Committee without vote."

Motion seconded and carried.

U-125  
Motion K-1875 Ron Moe moved that words be added to subsection d to read: "do all interviewing of personnel for the Board, and for the personnel for UBC appointing committee, except that ..."

Motion seconded and carried.

U-126  
Motion K-1876 Myra Shiff moved to discontinue discussion of the By-Laws until next week.

Motion seconded and defeated.

U-127  
Motion K-1877 Ron Moe moved that subsection 4 f be altered to read: "approve co-sponsorships of programs between the Board and other organizations, which shall become effective upon announcement to the Board, unless there is an objection, in which case Board action shall be required."

Motion seconded and carried.

U-128  
Motion K-1878 Myra Shiff moved that the words "and facilities" be added at the end of subsection 5 f.

Motion seconded but withdrawn.

U-129  
Motion K-1880 Myra Shiff moved that a new subsection j be inserted between old subsections i and j to read: "maintain a system of free publication, advertising, and poster and flyer layout and preparation."

Motion seconded and carried.

The present subsection j now becomes subsection k.

Under subsection i, "maintain a Bureau..." should read "maintain a Committee..."

U-130  
Motion K-1878 Jim Cameron moved that subsection 4 g be altered to read: "approve establishment and disestablishment of programming committees, which shall become effective upon announcement to the Board, unless there is an objection, in which case Board action shall be required."

Motion seconded and carried.

Article V, Section B, subsection 2 "...each Area has been assigned...." should now read "...each Area shall be assigned..."

Article V, Section B, subsection 3 "The committee chairmen are solely responsible..." should now read "The committee chairmen shall be solely responsible..."

Article V, Section B

U-131

Motion K-1881 Barry Lazarus moved that a subsection 5 be added to read: "Any chairman may be relieved of his duties by the Area Director through the Personnel Standing Committee."

Motion seconded and carried.

U-132

Motion K-1882 Larry Leventhal moved that a subsection 6 be added to read: "Any chairman so disposed shall have the right of appeal to the Personnel Standing Committee which may by majority vote uphold the decision."

Motion seconded and defeated.

Article V, Section C, subsection 8

U-133

Motion K-1883 Barry Lazarus moved that subsection 8 be reworded to read: "All that all event reports, merit system reports, and personnel rosters, and shall other reports as may from time to time be directed by the Board, for his Commi-tees are up to date and turned in promptly,"

Motion seconded and carried.

U-134

Motion K-1884 Ron Moe moved that the Board approve all of the By-Laws as they have been amended.

Motion seconded.

U-135

Motion K-1885 Ron Moe moved that the vote on the By-Laws be tabled until next week under Old Business.

Motion seconded and carried.

Meeting adjourned at 11:40 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

pk

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

February 28, 1962

- I. Minutes of the last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Absences
    - 3) Reassignments
    - 4) Appointment Committee
    - 5) Elections
    - 6) Spring Calendar
    - 7) "Criteria"
    - 8) Area Descriptions
  - B. Personnel Committee
    - 1) Merit
    - 2) Rosters
    - 3) Rosters
    - 4) Rosters
  - C. House and Finance Committee
    - 1) Student Behavior
    - 2) Dirt Room
  - D. Public Relations Committee
    - 1) Advertising
    - 2) Brochure
    - 3) Publicity Committee
    - 4) Pictures
  - E. Program Committee
    - 1) C.A.F.
    - 2) Budget
    - 3) Campus Carnival
    - 4) Co-sponsorship
- III. Old Business
  - A. By-Laws
- IV. New Business
- V. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of February 28, 1962

Members Present:

Jeff Brodtkin, Jim Cameron, Karen Cravens, Judy Hoy, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. E. L. Thomas, Mr. Ed Braman

Members Absent:

Sue Bernstein, Dr. Donald Zander

Others Present:

Dean Harold Macy, Dean of the Institute of Agriculture; Shirley Meisel, UBC; Dan Paskewitz, UBC; Ted Kaul, Program Director; Jerry Williams - Daily Reporter; Pat Kay

The meeting was called to order at 6:35 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

- 1) Under Executive Committee, Section 2, "unexcused" after Jim Cameron's name should not be underlined.
- 2) Under Executive Committee, Section 4, "Vermus Vitins" should read "Verne's Vitins".
- 3) "It was suggested that the word "show" should be struck and the word "event" be substituted in Motion K-1856" - this should be Motion K-1856a. Motion K-1856a was seconded and carried, not Motion K-1856. The rest of this section should read: The Chair ruled Motion K-1856a out of order because of Motion K-1733 already carried at the meeting of May 24, 1961.
- 4) In Motion K-1861 the word "present" should be deleted.
- 5) Motion K-1862 should read "Larry Leventhal moved that after the last section of Motion K-1858, an addition should be made to Article II, Section G to read..."
- 6) Motion K-1867 should read "Kathy Wagnild moved that a rotating three area director system for program committee membership should be adopted as follows:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Special Events	Recreation	Special Events
Variety	Graduate	Music
Social	Fine Arts	Topics
- 7) Motion K-1868 should read "Barry Lazarus moved to close debate on Motions K-1866 and K-1867".
- 8) In Motion K-1874 the word "member" should be inserted after "ex officio".
- 9) Motion K-1875 should read: "do all interviewing of personnel for the Board except that done by the Board Appointment Committee and the Union Board Council Appointment Committee."
- 10) Motion K-1883 The word "and between "merit system reports" and "personnel rosters" should be deleted.

The minutes were approved as corrected.

### Executive Committee Report

- 1) President Moe introduced the members of the Board and the guests.
- 2) President Moe said that the Executive Committee had made the following decision about absences last week: Mr. Pedersen - excused; Mr. Braman - excused; Karen Poulson - unexcused; Sue Bernstein - unexcused.
- 3) President Moe reported that since the last meeting, the Executive Committee has reassigned two areas: Graduate Area is now under the direction of Larry Leventhal, and the Fine Arts Area is under the direction of Jim Tremann.
- 4) President Moe reported that a special committee is set up during Spring Quarter to interview applicants for Board membership. Ron Moe and Barry Lazarus will sit on this appointing committee.
- 5) President Moe reported that the all campus elections will be held on April 11 and 12.
- 6) President Moe presented a calendar giving a list of important dates to remember during the forthcoming Spring Quarter.
- 7) President Moe presented a report entitled "Criteria for Evaluating a Union Program" for the Board members' information and guidance.
- 8) President Moe reported that there were still some people who had not turned in their area descriptions, and that some had been turned in which were far too short - the latter should be rewritten and submitted again. The Personnel Committee will need these area descriptions for the Board Applicant Workshops.

### Personnel Committee

- 1) Barry Lazarus reminded the Board that all rosters should be submitted by the end of the quarter, and he read out a list of all those who had not yet done so.
- 2) Barry said that invitations had been sent out for the Merit Reception on May 15. President Wilson and Senator Humphrey had replied saying that they were unable to attend. Mr. Wenberg - Vice President and Administrative Assistant, Mr. Willey - Academic Vice President, Mr. Lunden - Vice President, Business Administration, Dr. Thompson - Assistant to the President, Dean Williamson - Dean of Students, and Governor Anderson have all accepted the invitation.

Governor Anderson will speak.

### House and Finance Committee

- 1) Karen Cravens said that the House and Finance Committee had been receiving complaints about student behavior particularly in the Cross Lounge. Many of these complaints had come from the Alumni Office, who felt strongly that some action should be taken, especially since many distinguished

people had to walk through the cross lounge to get to the Alumni Office and these people would gain a bad impression of the University because of the present situation. Karen said that the House and Finance Committee was intending to print cards for distribution to any offenders, saying something to the effect that: (1) Keep your shoes on your feet and your feet off the furniture; (2) Don't lie down or sleep in the main lounge or the balcony lounge; (3) Please don't play radios; (4) Conduct your romantic affairs in private; and (5) Don't misuse the furniture and facilities - the money for replacement could be better spent elsewhere. The committee would ask for the Board's help in enforcing these rules and policies. If student action did not solve this problem, the matter would have to be handed over to some other department.

Considerable discussion took place on the subject of the best way to handle this situation.

U-91

Motion K-1886 Jim Cameron moved that the Cross Lounge be closed pending reconstruction in that area.

Motion seconded and defeated.

U-92

Motion K-1887 Barry Lazarus moved the following addition to the House Rules: There shall be no public displays of affection within the building of Coffman Memorial Union. Conduct will be deemed uncomplimentary if the furniture or facilities of the building are being misused or romantic displays unbecoming to a member of the University. Violations of these rules can be reported by any UBOG member, Program Staff member or a member of the janitorial staff. Violators will be warned once by the House and Finance Committee, and a second violation will be reported to the Office of Disciplinary Counseling where appropriate action will be taken.

Motion seconded and defeated.

U-93

Motion K-1888 Karen Cravens moved that the Board approve an addition to the House Rules saying that no private radios, phonographs, tape recorders or similar devices shall be played in public areas of the building.

Motion seconded and carried.

U-94

Motion K-1889 Karen Cravens moved that the Board approve an addition to the House Rules to read: "Union Board members or Union staff will report violators of the House Rules to the House and Finance Committee for appropriate action. The House and Finance Committee will report frequent violators to the Office of Disciplinary Counseling.

Motion seconded and carried.

U-96

Motion K-1890 Jim Cameron moved that Motion K-1889 be printed up, attached to the House Rules and distributed as soon as possible.

Motion seconded.

U-96

Motion K-1891 Karen Cravens moved that Motion K-1890 be amended to read that "Any changes in the House Rules are to be run off and attached to the House Rules, then distributed as soon as possible after they have been passed."

U-97

Motion K-1891 - amendment - seconded and carried, and Motion K-1890 as amended carried.

U-98

Motion K-1892 Karen Cravens moved that the following four items, suitably worded, should be incorporated into the House Rules: (1) that shoes should be on the feet and feet off the furniture; (2) that students should not lie down or sleep in the main lounge, or balcony lounge; (3) that students should conduct their romantic affairs in private; and (4) that there should be no unnecessary misuse of the furniture or facilities.

Motion seconded and carried.

- 2) Mr. Starr announced that the Dirt Room will be open for limited use on April 1.

Public Relations Committee

- 1) Myra Shiff explained the committee's new system of keeping a record of the Daily advertising expenditure. Frequent periodic checks will be made on each committee's advertising, and costs will be compared with their expenditure for the previous quarter. Any committee exceeding their previous expenditure for advertising or exceeding reasonable limits will be informed.
- 2) Myra Shiff said that the Public Relations Committee had agreed to pay half (\$24) of the cost of a brochure for the Art Craft Committee.
- 3) Myra reported that the Publicity Committee is now operating under the chairmanship of Bill Lloyd.
- 4) Myra reported that the photos were still at the Photo Lab, who now say that the prints will be ready by the end of this week, since there has been some delay in the retouching process.

Program Committee

- 1) Judy Hoy reported that the theme of this year's Creative Arts Festival will feature contemporary art on campus. She presented a proposed schedule for the festival:

Monday-April 2

- 11:30-1:30 - Convocation - NMA Concerts and Lectures
- 2:30-4:30 - Awards Reception for CAF Competition - Delta Phi Delta-CMU Gallery

Tuesday-April 3

- 11:30-1:30 -- Technique Exhibit -- Archi. Court - Focus
- 1:30 - Tour of Art Facilities - TEF 203-209, Holman Bldg.
- \*3:30 - Interp. Readings - Zeta Phi Eta - Talent Assoc.
- \*8:00 - Leon Bibb - CMU MBR - Coffman Musicale



Wednesday-April 4

- 12:30 - Symphony Band - NMA - Phi Sigma Phi
- \* 3:30 - Boris Goldovsky - CMU Women's Lounge - Grad. Student Comm.
- \* 8:00 - Jazz Concert - CMU MBR - Union Jazz Workshop
- 8:00 - Van Cliburn - NMA - Concerts and Lectures

Thursday-April 5

- \* 11:30 - Convocation-Boris Goldovsky - NMA - Concerts and Lectures
- 3:30 - Classics Club Panel - 320 CMU - Classics Club Panel
- 8:30 - Modern Dance - Archi. Court - Focus
- \* 8:30 - Play

Friday-April 6

- All Day Student Art Sale - CMU MBR - Art Craft Studio
- \* 12:30 - Choral Concert - NMA - Phi Sigma Phi
- \* 3:30 - Final Panel Discussion - Main Lounge -
- \* 8:00 - Poetry and Jazz - Lounge - Talent Assoc.
- \* 8:30 - Play

\* These programs are not final, but probable.

- 2) Jim Cameron reminded Board members to get their budget requests sent in, and that the deadline was Wednesday of next week for these to be received.
- 3) Jim appealed to Board members to get their committee chairmen to ask interested committee members for their help in organizing the Campus Carnival.
- 4) Jim Cameron said that the Board had been asked to approve a co-sponsorship between Mu Iota Epsilon and the Union Jazz Workshop for a benefit concert for Bill Weeber, featuring Doc Evans, on Sunday, March 4, at 8 p.m. in the Main Ballroom. Publicity had already gone out about this concert, in which it was billed as a co-sponsorship even before Board approval had been sought. The co-sponsorship request had come into the Board office this morning. No arrangements had been made for stand-by musicians at this event, and considerable discussion took place, since it was felt that it would be possible for a situation similar to the one at present under negotiation concerning the Peggy Seeger concert could arise in this case also.

U-99

Motion K-1893 Jim Cameron moved that a co-sponsorship be approved between Mu Iota Epsilon and the Union Jazz Workshop for a Bill Weeber benefit concert featuring Doc Evans on Sunday, March 4, at 8 p.m. in the Main Ballroom, pending completion of all arrangements with the local Musicians' Union to their satisfaction.

Motion seconded and defeated.

It was felt that since all the publicity had already gone out, and since this was to be a benefit concert, a great many people would be disappointed if the show had to be cancelled.

On the other hand, the Board felt that they would like to clarify the whole situation in respect to stand-by musicians before embarking upon another co-sponsorship, especially since to have to pay for stand-by musicians at a benefit concert would greatly cut the profits.

<sup>U-100</sup>  
Motion K-1894 Jim Cameron moved that the co-sponsorship be approved provided that the Doc Evans event is paid as a concert performance without the use of stand-by musicians being necessary.

Motion seconded.

<sup>U-101</sup>  
Motion K-1895 Myra Shiff moved an amendment to Motion K-1894 to read that the co-sponsorship be approved with the provision that this matter be brought to the University Committee on Relations with the Musicians' Union and that some acceptable agreement be made about the Musicians' Union policy towards hiring extra musicians.

No second.

<sup>U-102</sup>  
Motion K-1896 Dr. Thomas moved that the Board approve the waiving of the charges for the ballroom on Sunday night.

Motion seconded and defeated.

The Board moved to a vote on Motion K-1894.

Motion K-1894 carried.

<sup>U-103</sup>  
Motion K-1897 Kathy Wagnild moved that the Board pay the publicity and promotion expenses incurred in this event, if it had to be cancelled.

No second.

The Board members felt strongly that their views should be presented to the University Committee on Relationships with the Musicians' Union when it meets on Friday morning.

### Old Business

1) Judy Hoy reminded area directors to look at the flyer in their folders about openings in Summer Programming. She said that a general meeting will be held on Thursday, at 12:30 p.m.

2) By-Laws

<sup>U-104</sup>  
Motion K-1885 from last week's meeting back on the floor, to approve all of the By-Laws as they have been amended.

<sup>U-105</sup>  
Motion K-1898 Jim Cameron proposed a substitute motion that the Board should approve the new By-Laws and that these should come into effect with the installation of the new Union Board of Governors for the year 1962-63.

Motion seconded.

Ron Moe felt that the present Board should try out the new By-Laws themselves so that they would be able to find some of the flaws in them, so that this might help the new Board when they come to office.

Dr. Thomas said that there was always a three-week overlap before the new Board took over completely and this would give enough time to explain the new By-Laws to the new Board.

The Board moved to vote on the substitute motion.

Motion K-1898 carried.

Ron Moe said that the By-Laws will come into effect on May 20, 1962 when the new Board takes over.

- 3) <sup>U-106</sup> Motion K-1899 Dr. Thomas moved that the Program Committee be directed to review the policy of co-sponsorships and to report at the next Board meeting.

Motion seconded and carried.

#### New Business

<sup>U-107</sup> Motion K-1900 Karen Cravens moved that the Board approve extending the hours for the North Star Room to stay open during finals until 1:00 a.m. March 8 through 14 except for Saturday, March 10.

Motion seconded and carried.

#### Announcements

- 1) Karen Cravens announced that all Union Board members were invited to help at the President's Reception on Thursday, May 15. It was hoped that costumes appropriate to the 1862 era would be worn. Dean Macy explained the meaning of the term "land grant" which the congress had set up before the Civil War to institute colleges for the agricultural and related sciences, in order to provide education for people other than the liberal arts. A bill was passed and signed by Lincoln in 1862 instituting grants for colleges giving opportunities to all young people in the mechanical arts and all related arts and sciences. This was to provide for education of the whole population, not just those of means. The University of Minnesota was one of the original land grant colleges.

Karen Cravens and Kathy Wagnild volunteered to dress for the occasion of the President's Reception in the style of the 1860's, and Karen asked for other volunteers.

Dean Macy thanked the Board for inviting him to attend the meeting, and said he had enjoyed it very much.

- 2) Mr. Starr announced that the Alumni Office is thinking of moving their office off-campus. If they should move, the House and Finance Committee will have to review the use of the space allocated to the Alumni.

- 3) Mr. Starr said that after commenting on the uninspiring appearance of the tin cans in Room 346, "Shorty", one of the custodial workers, had volunteered his help on this matter, and after considerable searching, had come across some earthenware jars, which had duly been painted. Mr. Starr showed the Board the jars which had now been placed in Room 346. The Board expressed real appreciation and gratitude for all Shorty's efforts.
- 4) Ron Moe read a letter addressed to Dr. LaBerge from an "apathetic" student on campus, who had been much stimulated by and appreciative of the Kaffee Konzerts.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

PK:mb

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union  
February 28, 1962

TO: All UBOG members

FROM: Ron Moe

SUBJECT: Important Dates to Remember - Spring Quarter

March 26 Classes begin  
Filings for 1962-3 UBOG open (filings for election & appointment)  
30-31 Big Ten Conference

April 1 April Fool's Day  
2-7 Creative Arts Festival  
6 Filings for election close  
9-10 Board Applicant Workshops  
11-12 All-Campus Elections - 4 members elected  
12 Filings for appointment close  
14 Thomas Jefferson's Birthday  
16-17 Interviews and Appointments  
18 Paul Revere's Ride, 1775  
First Joint UBOG meeting  
20 Good Friday, HOLIDAY  
21 Spanish-American War, 1898  
25 Second Joint UBOG meeting  
Candidacies for Office announced  
27-28 Campus Carnival  
28 Spring Orientation Retreat  
30 Louisiana Purchase, 1803

May 2 Annual Meeting; Vice-President's Annual Report  
Election of Officers, 1962-3 UBOG takes over  
1961-2 UBOG Retirement party  
9 First meeting of 1962-3 UBOG, solo  
Areas assigned  
10 Transcontinental Railroad completed, 1869  
13 Mother's Day  
15 Merit Reception - 1961-2  
21 Lindbergh Landed in Paris, 1927  
24 Cap and Gown Day  
29 Patrick Henry's Birthday, 1736  
30 Memorial Day, HOLIDAY

June 9 Commencement  
10 RTK-day, HOLIDAY  
15 Magna Charta signed, 1215

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION

CRITERIA FOR EVALUATING  
A  
UNION PROGRAM

A dynamic program of social, recreational, cultural, and educational activities is essential to Union organization. It is imperative, however, that the programs meet criteria consistent with the basic objectives of education, in preparing the individual student for effective post college living. The following criteria have been established as a means of evaluating now as well as existing program activities:

1. Does the program teach social skills?  
The Union program can improve individual competence in such social activities as bridge playing and dancing. More fundamental is the need for the Union to promote opportunities for students to learn to meet people easily and to make friends.
2. Does the program develop social confidence?  
Social confidence is developed through experienced satisfaction in varied social situations.
3. Does the program provide the social, recreational, cultural, or expression and growth?  
Individuals can express themselves in different ways, utilizing previously acquired skills such as those relating to creative arts, group leadership, and physical recreation. In addition, natural development of personality may be stimulated by intelligently planned guidance.
4. Does the program meet needs—cultural, recreational, social, or intellectual—not otherwise fully met in student activities on the campus?  
To determine the extent to which the program fulfills needs not already met, the problem should be approached from a study of student needs and interests and a study of existing campus programs. Cooperation and coordination with other agencies, finding the areas which the Union is best equipped to sponsor, are essential.
5. Does the program appeal to a number proportionate to its purpose?  
Some programs are valuable only to the extent that individuals attending have actual participation experience, which is most often achieved in small groups. A balance must exist among the satisfactions of the planning group, economic limitations, and the experiences of the participants.

6. Does the program stimulate a new participation in a desirable recreational, cultural, intellectual or social activity?  
A person with diversified interests is better prepared for post college life than one who has restricted or highly specialized interests. Instruction or demonstration of an activity new to the individual encourages him to acquire new interests.
7. Does the program reach students who are not already active in many other activities?  
More stimulation of greater activity on the part of people who have already attained an adequate participation level is not defensible. Studies which show the large number of students not yet reached make us conscious of the need for constant analysis and expansion of range of participants.
8. Does the program remove a barrier from normal social or recreational participation?  
Barriers arise from such sources as: financial limitation; cost of activity, lack of "proper" clothing; and lack of confidence in an unfamiliar environment.
9. Does the program improve understandings among groups or individuals?  
A program should aim first, to provide contact among individuals of different age and sex, and of different social, racial, religious and economic backgrounds; and second, to stimulate an exchange of ideas among groups who might not otherwise be drawn together.
10. Does the program provide an opportunity for assimilation of individuals into well organized groups?  
For good adjustment, it is important that students develop a sense of belonging. Some of our programs should provide for this sense of unity; other programs must depend upon the committee in charge to provide group identity.
11. Does the program give an opportunity for group planning?  
Many times an activity is valuable primarily because its planning requires the cooperation of a group of students. The more opportunity a project provides for creative activity and self-expression, the more motivation there is for planning. Such group participation is essential to realistic experience in the practice of democratic principles.
12. Does the program provide an opportunity for the practice of theoretical concepts learned in the classroom?  
Theoretical concepts which may apply to a Union program situation appear in the subject matter of the social sciences, the creative arts, philosophy, psychology, and communications skills. Democratic social and political methods; understanding of other groups, other individuals, and ourselves; the arts as forms of expression; all these enter the area of group program planning.

13. Does the program provide a realistic group experience which has points of resemblance to later community life?

It is desirable: 1. That the student learn group techniques which will enable him to make valuable contributions to his community; 2. That he accumulates a background of information in social relations which he can apply to community needs; 3. That he develop understanding and tolerance in human relations.

14. Does the program provide an opportunity for democratic leadership? Through committees and planning groups, the Union must encourage integration of the individual rather than domination; the Union needs to provide an opportunity for students to learn efficiency and the sharing of responsibility.



UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

March 28, 1962

- I. Minutes of the last meeting
- II. Standing Committee Reports
  - A. Executive Committee Reports
    - 1) Introductions
    - 2) Schedules
    - 3) Appointments Committee
    - 4) Joint Statement
    - 5) Elections and appointments dates
    - 6) Announcements
  - B. House and Finance Committee
    - 1) Approval
    - 2) Fine Arts Gallery
    - 3) Dirt Room
    - 4) Survey
  - C. Personnel Committee
    - 1) Chairmanship approvals
    - 2) Personnel dates
  - 3
  - D. Public Relations Committee
    - 1) WMR budget and loan
    - 2)
  - E. Program Committee
    - 1) Co-sponsorship
    - 2) Evaluation
    - 3) Musicians Union Statement
    - 4) Budget
    - 5) C.A.F.
    - 6) Campus Carnival
    - 7) Journeymen
    - 8) Regional Bowling Awards
- III. Old Business
  - A. By-Laws
- IV. New Business
- V. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of March 28, 1962

Members Present:

Sue Bernstein, Jeff Brodtkin, Jim Cameron, Karen Cravens, Judy Hoy, Larry Leventhal, Karen Poulson, Jane Rohrer, Myra Shiff, Jim Tremann, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. E. L. Thomas, Dr. Donald Zander, Mr. Ed Braman.

Members Absent:

Barry Lazarus, Ron Moe, Kathy Wagnild, Dr. David LaBerge.

Others Present:

Pete Mayer - ex-President UBOG; Kitty Corbett - UBC; Pam Shepherd - Creative Arts Festival; Lynn Ye - Program Consultant; Jan Tallman - Daily Reporter; Pat Kay.

The meeting was called to order at 6:40 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

- 1) p.6, Motion K-1896 should be a substitute motion for Motion K-1894.
- 2) p.7, Motion K-1898 failed since the voting was 9:3.
- 3) p.7, the fifth paragraph should read: "Ron Moe said that the By-Laws will come into effect on May 2, 1962, when the new Board takes over."

The minutes were approved as corrected.

Executive Committee Report

- 1) Vice President Cameron introduced the members of the Board and the guests.
- 2) Vice President Cameron asked Board members to fill out the schedules card which they would find in their Board folders in duplicate and pass them on to Karen Cravens after the meeting.
- 3) Jim Cameron reported that the following people would serve on the appointment committee for the new Board: Ron Moe and Barry Lazarus, representing the Union Board; Tom Olson, representing MSA; Pierre Meyer, representing the Dean of Students' office, and Dr. Leslie King, General College, Vice President Willey's representative on the committee.
- 4) Jim Cameron drew the Board's attention to the Joint Statement on the Working Relationship between Members of the Union Board of Governors and the Program Staff of Coffman Memorial Union in each Board folder, and urged Board members to read through this statement carefully.
- 5) Jim Cameron reported that filings for application to the Board opened last Monday. Applications for election will close at 12 noon on Wednesday, April 4. Applications for appointment will close 5 p.m. Monday, April 9.

- 6)a) Jim Cameron reported that Ron Moe, Barry Lazarus and Kathy Wagnild were at present on their way to attend the Big Ten Student Conference at Urbana, Illinois. They were also going to visit student unions at Purdue, Chicago and Madison.
- b) Jim Cameron said that President Moe had asked him to admonish those Board members who had signed up to help at the President's Reception, but who did not attend. One board member had indicated she had signed, but was not given any instructions.
- c) Jim Cameron drew the Board's attention to the applicant information sheet in their folders with which they should become familiar so that they can help any prospective Board applicant.

#### House and Finance Committee

- 1) Karen Cravens reported that the House and Finance committee had approved the placing of a temporary poster outside the ballroom to advertise the Art Craft sale.
- 2) Karen reported that the House and Finance Committee had discussed the problem of storage space for the Fine Arts Gallery Exhibit. When the Dirt Room is opened, it is hoped to be able to use some of the space for storage of Program Office materials.
- 3) Karen reported that Jim Tremann had suggested that the Fine Arts Gallery be extended into the TV lounge, and the House and Finance Committee had felt that this space could be better used in this way and the TV set could be removed entirely. In the event of a special televised broadcast, the main ballroom could be used as a viewing room. The House and Finance Committee are looking into the question of prices of racks and other materials necessary to hang pictures and exhibits.
- 4) Karen reported that the House and Finance Committee had approved a request by the Art Craft Studio to move their display case down to the ground floor during the Student Art Craft Sale.
- 5) Karen reported that the House and Finance Committee had given permission to the Creative Arts Festival committee to use the Men's Lounge on April 5 from 2:30-3:30 to put up a display advertising the convocation in Northrop Memorial Auditorium. The House and Finance Committee had approved that a banner be hung from the roof of Coffman Union and that a bulletin board be placed on the front steps of the Union for one week advertising the Festival, and giving details of events.
- 6) Karen reported that:
  - a) The Dirt Room opening date has been moved from April 1st to nearer the middle of April. Mr. Starr explained that it had been hoped to open it on the first Monday of school, but excellent progress is being made and he felt that the dirt room could be opened in about two or three weeks time. Karen reported that the House and Finance Committee is working on the arrangements for the contest to name the dirt room.
  - b) The House and Finance Committee are still working on the survey of the campus population, and are preparing a revised questionnaire with the help of Ted Smythe.

Personnel Committee

- U-83
- 1) Motion K-1901 Sue Bernstein moved that the Board approve that Kit Finley be approved as Chairman of the Talent Associates Committee.  
Motion K-1901 seconded and carried.
  - 2) Sue Bernstein reminded the Board that the Merit Reception will be held on May 15 at 6 p.m.
  - 3) Sue reported that there were chairmanship openings in the following areas: Square Dance, Student-Faculty, Chess, Outing Instruction, and Stag. Board members should let interested committee members know of these openings.
  - 4) Sue Bernstein read a list of Personnel dates during Spring Quarter:
 

April 9	Applicant Workshop - Monday afternoon
April 10	Applicant Workshop - Tuesday evening
April 11-12	Campus Elections
April 16-17	Board Appointments
April 18	First joint Board meeting
April 25	Second joint Board meeting
May 2	Board elections
May 5	Board Retreat (new and old Board only)
May 15	Merit Reception
May 26	Summit - new Board and new Chairman

Applicants for Board - elections: March 26 - noon April 4  
 appointments: March 26 - April 9
  - 5) Sue asked that all Board members should hand in their grade average on a slip of paper after the meeting, so that a Board average could be computed.

Public Relations Committee

Myra Shiff asked to postpone discussion of the WMMR budget and loan for a week or so, but said that she had a surprise in store for the Board.

Program Committee

- 1) Jim Cameron reported that, due to a lack of attendance at the Program Committee meeting, Board approval was necessary on the following co-sponsorships.
  - a) Motion K-1902 Karen Poulson moved that the Board approve a co-sponsorship between the American Foreign Students and the International Student Council for Festival Displays on April 8 in the Main Ballroom between 12 noon and 6 p.m.
  - b) Motion K-1902 seconded and carried.
  - b) Motion K-1903 Karen Poulson moved that the Board approve a co-sponsorship between the American Foreign Students and the Model United Nations for a Model United Nations program on April 13-15 in the Main Ballroom, Friday and Saturday between 6-p.m. - 1 a.m., and Sunday between 9 a.m. and 5 p.m.
  - Motion K-1903 seconded and carried.

- 2) Jim Cameron reported that the Program Committee had been directed by the Board at the last meeting to evaluate its co-sponsorship system, and to present a report at the next meeting. The Program Committee had been unable to do this because of lack of attendance, but plans to complete the report at the next committee meeting.
- 3) Jim Cameron read a statement made by the University Committee on Relations with the Musicians' Union, following the Board's direction that a report be made following discussion of certain questions with the local Musicians' Union.

U-86  
Motion K-1904 Karen Poulson moved that the Board accept the statement submitted by the University Committee on Relations with the Musicians' Union.

Motion seconded.

A short discussion took place, during which it was felt that, although certain answers to the questions tended to be vague, the statement did clarify the situation, and it made for a better working relationship with the Local Musicians' Union. Mr. Starr pointed out that it was not the Board's responsibility to approve the answers to the questions - this belonged to the university. The Board had merely to approve acceptance of the statement they had directed the University Committee to make.

Dr. Zander called the question, there being no objection, the Board voted and Motion K-1904 was carried.

- 4) Jim Cameron presented the Program Budget for the Winter Quarter 1962. It looked as if there would be money left over at the end of the school year to put into the Renovation Fund, and Jim felt that all committees and area directors should be congratulated for the job they had done in keeping within their budget.

U-87  
Motion K-1905 Judy Hoy moved that the Board approve the revised budget for the Spring Quarter of 1962.

Motion seconded and carried.

- 5) Pam Shepherd gave a brief report on the plans for the Creative Arts Festival to be held April 2-7, 1962, and outlined the program for the Convocation to be held in Northrop Memorial Auditorium on Monday, April 2 between 11:30 and 1:40. The Board expressed their appreciation of the excellent work Pam and the committee have been doing to make the Creative Arts Festival a success.

At this point the Board moved to Old Business and the By-Laws.

<sup>(f-88)</sup>  
Motion E-1905 Myra Shiff proposed a substitute motion to Motion E-1885 from the meeting of February 28 to read that the Board should approve the By-Laws as they have been amended and that they should be put into effect immediately.

Motion seconded.

There was a short discussion, and the question was called, and the Board moved to a vote.

Motion E-1906 failed (11 votes for; 2 against).

A recount was asked for by Larry Leventhal.

Motion E-1906 carried (12 votes for to one against).

The revised By-Laws will go into effect immediately.

Program Committee (continued)

6) Larry Leventhal presented a brief report on the progress of plans for the Campus Carnival. Board members were asked to assist the help of any committee members interested in working on the Carnival, and to refer them to Larry Leventhal. There will be a meeting Thursday afternoon this week at 2:30 in Room 233 and 234, and anyone interested should attend. Jim Cameron expressed the thanks of the Board to Larry for the excellent work he was doing on the Carnival.

7) Judy Kay reported that the Variety Dance Committee would like to put on a big dance during the Spring Quarter, and they would like to bring in The Journeyman as intermission entertainment. The Journeyman are available on the 26th of May, and are making the union's offer to them before stating that they are available on May 25, since they already have one offer for that date. Entry fee for the dance would be \$1-\$1.25.

8) Mr. Starr presented a plaque to Jeff Brodick on behalf of the bowling team who recently won awards in the Regional Bowling Tournament. Jim Nixon had won the All Events, and he and Dick Gilbratson had won first place in the doubles section.

### Old Business

1) Jim Trueman asked about progress on the movie policy. Jim Cameron said he had been unable to contact Mr. Kern but was hoping to do so in the near future. After the policy has been discussed with Mr. Kern, the matter may be brought to Mr. Stanley Kenberg, under whose jurisdiction the union now falls.

<sup>89</sup>  
Motion E-1907 Jeff Brodick moved that the Board go ahead with the Movie Policy on campus.

Motion E-1907 seconded but withdrawn.

New Business

- 1) Mr. Starr reported that Newsweek had expressed an interest in making a feature article about the Art Craft Studio. He had sent informational material to their New York office, and he advised Board members to watch Newsweek for a while in case the article should appear.
- 2) Mr. Starr reported that a student from the School of Architecture will do his thesis project on the proposed building on the West Campus. This will help the student, and will also help the union.
- 3) Mr. Starr reported that he had recently met with Mr. Paul Halper. Karen Cravens said that the House and Finance Committee had moved and approved that the sum of \$100 which had been sent to the union by the Institute of Co-ops, in appreciation for the help the union had given them at their meetings, should be given to the Barry Halper Fund.

Motion #1906 Karen Cravens moved that the Board approve the donation of \$100 to the Barry Halper Fund from the money given to the Board by the Institute of Co-ops.

Motion seconded and carried.

Mr. Starr said that negotiations are in progress to buy a memorial plaque for Barry Halper.

- 4) Mr. Starr expressed his pleasure at seeing Pete Meyer at the meeting. Pete said he enjoyed being back at a Board meeting, and he thanked the Board for their invitation.
- 5) Mr. Starr read a short article taken from the Spring Valley Tribune which followed up the Minneapolis publicity on the student behavior in the cross lounge.
- 6) Mr. Starr commended the Board for the volume of business they had covered in such a short time.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

Applicant Information Sheet  
1962-3 Union Board Applicants

The Union Board of Governors is a student-faculty-alumni group which has the responsibility of running Coffman Memorial Union and the programs of the Union. It has 4 faculty, 1 alumni, and 13 student members. Four of the student members are elected through all-campus elections and nine are appointed through interviews by a special committee.

Student members of the Board are responsible for one UBOG meeting each week and are directly responsible for a specific activity such as Recreation, Music, or Personnel. The staff of the Union acts in an advisory capacity to the members of the Board.

Students who wish to apply for membership will need the following information:

- 1) To be eligible, a student must:
  - a. Meet the all-University scholastic eligibility requirements.
  - b. Have, in addition, an H.P.R. of 2.3 or higher.
- 2) Applications will be accepted in 213 C.M.U. (the MSA office) and 231 C.M.U. (the UBOG Personnel office), as follows:
  - a. For election: March 26 - Noon, April 4
  - b. For appointment: March 26 - April 9
- 3) The forms must specify "election" or "appointment" or both, in the upper left hand corner.
- 4) All applicants are asked to attend a "Board Applicant Workshop" which will be held on Monday, April 9 and again on Tuesday, April 10 by the UBOG Personnel Committee. There is no charge for this workshop.
- 5) The interviews will be held on the evenings of April 11 and 12. They will be individual interviews based on the information presented at the Workshops. Candidates will be notified of the time scheduled for their interview. Each interview will last about 30 minutes. Appointments will be announced by Friday, April 13, 1962.
- 6) All newly elected and appointed Board members will be expected to begin attending Board meetings regularly, beginning with two joint meetings with the old Board. Meetings are at 6:30 Wednesday night in 346 CMU.
- 7) All new Board members will be expected to attend a "UBOG Orientation Retreat" on Saturday, April 28, 1962.



A Joint Statement on the Working Relationship Between Members of the Union

Board of Governors and the Program Staff of Coffman Memorial Union

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This statement is issued with a twofold purpose -- to explain briefly the purposes of the Student Union at the University of Minnesota, and to attempt an explanation of how these purposes can be achieved through the joint efforts of the student volunteers and the professional staff. It is issued with the knowledge that this cooperation requires the wholehearted efforts of each individual concerned, and that by attempting to clarify the duties and responsibilities of each, we may make a positive contribution toward a more efficient and effective Union.

PURPOSES OF THE UNION

"The Minnesota Point of View" was briefly stated by the Board of Regents in 1951, when they approved the following statement:

The University of Minnesota has long been committed to the use of its full resources for the development of leadership and responsible citizenship in its students. In the midst of an ever broadening program of research and public service, this commitment to the instruction of youth remains a central objective.

This is the philosophy under which the University's Coffman Memorial Union has developed. It has committed itself to the fullest development of programs and services to the campus community which will supplement and develop the classroom education of the students. Through the cooperative effort of students, faculty, staff and alumni, it aims to expand the opportunities of the student to enrich his total education. Its programs, whether they be social, cultural, or recreational, are offered with this objective in mind.

A further development of this point of view is that the Union must provide opportunities for students to develop and enhance skills in leadership, personal development, and interpersonal relations. The primary vehicle through which this is done is the committee structure of the Union Board of Governors. Here, the student volunteer is given the opportunity for practical application and develop-

ment of the knowledge and skills provided him through his classroom experiences. Here is a laboratory for learning the social skills necessary for useful citizenship.

Since the success of the Union depends on the joint efforts of student volunteers and professional staff, the following statements are made as a guide to how these efforts can enjoy their greatest effectiveness.

#### RESPONSIBILITIES OF STUDENT MEMBERS

The responsibilities of the student on the Union Board of Governors can be assigned to three major categories: his responsibility to the campus, his responsibility to the Union, and his responsibility to himself.

By the responsibility of the Union Board member to the campus, we mean that, as a representative of the student body, he must devote his efforts to continuing and improving the contribution of the Union to the campus community. This means seeing, to the best of his ability, that the Union fulfills its purposes effectively and efficiently. The Board member, as a student leader, must act in such a way as to bring credit to the students of the University. He must realize the potential to serve the campus that is his by virtue of his membership on the Board.

By the responsibility of the Union Board member to the Union, we mean that he must be familiar with, and act in accordance with, the duties and responsibilities of Board membership stated in the Constitution and By-Laws of the Board. He must put forth the effort and the time to discharge the obligations of his office. As the representative of, and responsible to, the Board, he is charged with the formulation of and execution of programming in his particular area. To assist him with his duties, the Board has created certain committees to be under his direction, whose chairmen shall report solely to him. Final authority for decisions affecting the program of the Area lies with the Board member charged with that area. It shall be his duty to be fully informed at all times of the

plans and activities in his area, and to exert leadership and guidance with his chairmen and committee members. He shall work closely with his program consultant to provide a comprehensive and valuable training program for those under him. He shall at all times keep the Board fully informed of the activities under his direction, and keep those committees informed of the actions of the Board. It shall be his responsibility to, in every way, see that his area is successful and of value to the University, the Union, and those participating in its activities.

By the responsibility of the Union Board member to himself, we mean that he must accept the challenge in his membership to exert the personal effort necessary to properly and skillfully serve the campus. He must realize that by his participation, he grows in the skills and knowledge that make him a citizen better equipped to contribute to society. It is his responsibility to take advantage of the superb opportunity offered to him, and to make the effort which will contribute to his own personal development while he is helping the Union fulfill its role.

#### RESPONSIBILITIES OF THE STAFF MEMBERS:

The responsibilities of the staff member can also be assigned to three major categories: to the University, to the Union, and to himself.

By responsibilities of the staff member to the University, we mean that, as the official representative of the University, he must be familiar with, and interpret, University policies which apply to the activities of the Union. He must also take upon himself the interpretation of the Union program to the University faculty, staff, and administration. He must maintain a continuing program of research to reflect the needs and desires of the campus as they affect the Union and its program. He has the responsibility to make every effort to fulfill, through his position, the goals of the University in relation to the out-of-class activities of University students.

By the responsibility of the staff member to the Union, we mean that he must make an intensive effort to fulfill the purposes of the Union mentioned above. He has the responsibility for originating, planning, executing, and evaluating, training experiences for the individual students with whom he has contact. He must assist the students in developing a comprehensive offering of programs and services, and through constant evaluation, endeavor to achieve expected high standards of program. He must execute all business and administrative procedures affecting program and its operations, including maintenance of adequate bookkeeping and filing systems. The staff member also has the responsibility for developing a progressive liaison with other University agencies concerning the program of the Union.

By the responsibility of the staff member to himself, we mean that he must first of all accept each student with whom he has contact as a unique individual of integrity, and with a background which will be of benefit to the Union and to the University. He must then use his experience and knowledge in working with the individual student toward enabling that student to develop his potential. He must constantly evaluate his personal effectiveness in fulfilling the responsibilities of a staff member, and endeavor to increase his ability to contribute toward the achievement of the goals of the Union.

#### JOINT RESPONSIBILITIES OF BOARD AND STAFF:

Because the Union is a cooperative venture, an effective working relationship between Board member and Staff is especially important. To create greater success in their cooperative efforts, both parties must endeavor to meet frequently and maintain a cordial and friendly relationship. Together, they must plan and evaluate programs which will be of benefit to the University. Together, they must plan a program of training and experience in leadership and practical program

techniques for the benefit of the student volunteer. While every individual will approach this relationship differently, each must be considerate of the duties and responsibilities of the other and help him to do his best.

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This statement is intended to act as a guide to the students and staff of the Union for the most advantageous division of duties and responsibilities necessary to fully carry out its purposes. It should be recognized, however, that their cooperative efforts are most dependent upon the good will and dedication of each. It is only in this way that this statement's delineations will be of real benefit to the Union.

Ron Moe, President  
Union Board of Governors

Ted Kaul  
Program Director

3/27/62  
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UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

PROGRAM ATTENDANCE REPORT

Winter Quarter, 1962

1961

1962

AREAS and COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
<u>FINE ARTS AREA</u>				
Art Craft Studio	13	93	13	984
Fine Arts Gallery	7	60	1	200
Talent Associates	3	410	2	970
TOTAL	23	563	16	2154
<u>GRADUATE AREA</u>				
Graduate Programming	3	178	2	90
TOTAL	3	178	2	90
<u>MUSIC AREA</u>				
Classics Corner	0	0*	12	7500
Coffman Musicale	9	3993	10	2575
Union Jazz Workshop	2	2100	17	1800
TOTAL	11	6093	39	11,875
<u>RECREATION AREA</u>				
Outing Instruction	0	0	0	0
Outing Events	1	800	3	144
Co-Rec Nights	6	1018	8	1364
Bridge	6	1390**	2	80
Bowling	9	501	9	334
Chess	**	**	5	496
Table Tennis-Billiards	1	15	1	60
Ski Train	1	120	1	137
TOTAL	26	3944	29	2615
<u>SOCIAL AREA</u>				
Dance Instruction	8	920	8	1365
Single Swing	8	3158	8	4116
Square Dance	9	957	9	699
Variety Dance	3	215	5	2279
TOTAL	28	5250	30	6459
<u>TOPICS AREA</u>				
American-Foreign Students	0	0	5	1210
Focus	1	40	2	100
Student-Faculty Relations	0	0	5	224
TOTAL	1	40	12	1534
<u>VARIETY AREA</u>				
Charm	8	1425	2	85#
Noon Programs	40	31,450	33	22,850
Stag	-	-	2	1080#
TOTAL	48	32,875	37	24,015

\*As Hi-Fi Committee in 1961

\*\*Bridge and Chess combined in one committee in 1961

#Sports Spectacular, co-sponsored by Stag and Charm, listed under Stag

1961

1962

AREAS and COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
<b><u>PERSONNEL AREA</u></b>				
Coke Hours	4	68	8	225
Awards Luncheon	0	0	1	125
<b>TOTAL</b>	<b>4</b>	<b>68</b>	<b>9</b>	<b>350</b>
<b><u>PUBLIC RELATIONS AREA</u></b>				
Tours	0	0	1	30
20th Anniversary Program	2	306	—	—
President's Reception	1	700	1	800
<b>TOTAL</b>	<b>3</b>	<b>1006</b>	<b>2</b>	<b>830</b>
<b><u>TRAINING</u></b>				
The Summit	1	80	1	86
Union Board Council	11	292	11	1735
Counselor Orientation	2	18	0	0
<b>TOTAL</b>	<b>14</b>	<b>390</b>	<b>12</b>	<b>1821</b>
<b><u>SPECIAL EVENTS AREA</u></b>				
Bob Newhart	1	2866	—	—
Creative Arts Festival	1	15	0	0
<b>TOTAL</b>	<b>2</b>	<b>2881</b>	<b>0</b>	<b>0</b>
<b>PROGRAM GRAND TOTAL</b>	<b>158</b>	<b>53,359</b>	<b>168</b>	<b>53,743</b>
<b><u>SERVICE AREAS</u></b>				
Fine Arts Gallery	Weeks figures not kept		Weeks 10	20,000 (est.)
Art Craft Studio	11	1112	11	1580
Outing Equipment Rentals	8	39	10	117
Talent Referrals	figures not kept		10	9
<b>TOTALS</b>		<b>2151</b>		<b>21,706</b>

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UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

FINANCIAL REPORT - WINTER QUARTER, 1962

AREAS and COMMITTEES	*BALANCE BEGN. WINTER QTR.	INCOME	ACCOUNTS PAYABLE	ACTUAL EXPENSE	BALANCE	ADJUST.	ADJUSTED BALANCE
<b>FINE ARTS AREA</b>							
Art Craft Studio	\$383.58	\$ 42.00	\$ 72.51	\$158.91	\$194.16	\$ 80.84	\$275.00
Fine Arts Gallery	319.22	0	118.83	45.63	154.76	0	154.76
Talent Associates	440.42	0	7.92	48.39	384.11	-184.11	200.00
<b>GRADUATE AREA</b>							
Graduate Students	369.40	25.00	0	39.90	354.50	-250.00	104.50
<b>MUSIC AREA</b>							
Classics Corner	175.28	230.00	72.24	191.73	141.31	58.69	200.00
Coffman Musicals	387.51	74.50	73.85	138.50	249.66	300.34	550.00
Union Jazz Workshop	-50.61	167.48	20.57	16.60	75.70	424.30	500.00
Christmas Sing	14.68	0	0	21.42	-6.74	6.74	0
<b>RECREATION AREA</b>							
Bowling	255.78	32.40	256.43	129.50	-97.75	247.75	150.00
Bridge	92.96	25.50	40.04	14.90	63.52	0	63.52
Chess	81.10	231.89	108.30	35.87	168.82	-58.82	100.00
Table Tennis	100.00	0	19.86	54.00	26.14	23.86	50.00
Co-Rec	66.22	36.75	0	0	102.97	0	102.97
Outing Instruction	100.00	0	0	0	100.00	-50.00	50.00
Outing Events	80.19	0	28.44	60.02	-8.27	158.27	150.00
Ski Train	-16.69	3204.95	1170.96	1372.94	644.36	-644.36	0
<b>SOCIAL AREA</b>							
Dance Instruction	245.17	316.00	25.83	433.91	101.43	0	101.43
Single Swing	218.00	707.13	36.70	361.54	526.89**	0	526.89
Square Dance	-42.87	482.26	92.85	308.63	37.91	112.09	150.00
Variety Dance	577.14	874.30	88.51	1166.01	196.92	150.00	346.92
<b>SPECIAL EVENTS AREA</b>							
Homecoming	0	0	0	8.57	-8.57	8.57	0
Christmas Semi-Formal	212.35	0	0	210.82	1.53	-1.53	0
Creative Arts Festival	1416.88	0	14.17	1.65	1401.06	0	1401.06
Welcome Week	-29.59	29.59	0	0	0	0	0
Campus Carnival	0	320.00	0	20.00	300.00	0	300.00

\*Beginning balance will differ from fall quarter report adjusted balance since the adjustments are included in the income or expense columns.

\*\*This figure represents operating budget for spring quarter plus profits which will go to WMMR at end of year.



AREAS and COMMITTEES	BAL. BEGIN. WINTER QTR.	INCOME	ACCOUNTS PAYABLE	ACTUAL EXPENSE	BALANCE	ADJUST- MENTS	ADJUSTED BALANCE
<b>TOPICS AREA</b>							
Amer.-For. Students	\$242.72	\$ 18.39	\$ 4.86	\$149.44	\$106.81	\$ 0	\$106.81
Focus	391.19	0	29.94	75.23	286.02	-86.02	200.00
Stu.-Fac. Relations	142.48	0	66.71	33.60	42.17	307.83	350.00
<b>VARIETY AREA</b>							
Charm	240.91	0	34.64	13.25	193.02	-43.02	150.00
Noon Programs	721.72	131.84	297.70	397.10	158.76	200.00	358.76
Stag	227.97	0	0	19.94	208.03	-58.03	150.00
<b>PUBLIC RELATIONS</b>							
Ad Agency	161.41	0	6.00	33.51	121.90	0	121.90
Publicity Committee	1926.11	0	230.08	979.78	716.25	=216.25	500.00
WMMR	-2034.70	2453.99#	154.79	718.93	454.43	0	454.43
Brochures	216.44	0	24.00	0	192.44	0	192.44
Gopher	300.50	0	0	300.50	0	0	0
<b>UNION BOARD ACTIVITIES</b>							
Board Activities	484.01	115.99	100.80	105.00	394.20	0	394.20
Christmas Decorations	=21.25	17.25	0	0	=4.00	4.00	0
Christmas Cards	51.07	0	0	35.00	16.07	=25.07	0
Big Ten Convention	200.00	50.00	0	0	250.00	150.00	400.00
Merit Reception	700.00	0	0	0	700.00	300.00	1000.00
<b>LEADERSHIP TRAINING</b>							
Personnel	140.83	206.00	55.00	94.80	197.03	0	197.03
Union Board Council	91.81	1.06	1.05	64.02	27.80	47.20	75.00
Leadership Seminars	17.98	4.52	0	1.50	21.00	0	21.00
Retreats	350.00	0	0	198.39	151.61	48.39	200.00
<b>ADMINISTRATION</b>							
Supplies	557.25	101.15	55.87	364.12	238.41	0	238.41
Telephone	383.85	0	4.50	220.60	158.75	50.00	208.75
Postage	136.65	27.93	0	60.00	104.58	0	104.58
Equipment	331.17	0	0	170.66	160.51	0	160.51
Orientation	280.80	0	0	0	280.80	=180.80	100.00
Miscellaneous (overhead)	76.00	0	0	0	76.00	0	76.00
Staff Travel	326.09	0	226.84	1.50	97.75	50.00	147.75
Staff Training	47.75	0	0	6.12	41.63	0	41.63
Summer Administration	300.00	0	0	0	300.00	0	300.00

#WMMR has a total accounts receivable of \$1775.59

AREAS and COMMITTEES	BALANCE BEGN. WINTER QTR.	INCOME	ACCOUNTS PAYABLE	ACTUAL EXPENSE	BALANCE	ADJUST- MENTS	ADJUSTED BALANCE
<u>SUMMER PROGRAM</u>	\$2000.00	0	0	0	\$2000.00	0	\$2000.00
<u>PROGRAM DEVELOPMENT</u> Program Expansion	2493.28	2730.79	0	1192.35	4031.72	-929.86	3101.86
<b>TOTALS</b>	<b>\$16,876.16</b>	<b>\$12,658.66</b>	<b>\$3540.79</b>	<b>\$10,074.78</b>	<b>\$15,919.25</b>		<b>\$15,919.25</b>

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UNIVERSITY OF MINNESOTA  
UNION BOARD OF GOVERNORS

BY-LAWS

Article I - Meetings

Section A. Annual Meetings

The Annual Meeting of the Board shall be held not later than three weeks following official spring elections each year.

Section B. Regular Meetings

1. There shall be weekly meetings during the fall, winter, and spring quarters, except for the week immediately preceding finals each quarter, unless otherwise ordered by the Board.

2. There shall be a minimum of two meetings during summer sessions, June 16 to September 15 inclusive.

Section C. Special Meetings

Special meetings of the Board may be called by the President of the Board or by any 10 members of the Board at such time and place as they may deem expedient, and for the purpose of handling only specially designated business.

Section D. Place of meetings

All meetings of the Board shall be held in the Coffman Memorial Union building at the University of Minnesota unless otherwise ordered by the Board.

Section E. Quorum

A majority of the entire board shall be necessary to constitute a quorum, except as otherwise provided herein. A smaller number may receive the reports of the committees and declare an adjournment; and if a majority of the members of the executive committee are present, those present may resolve themselves into a meeting of that committee. During the summer sessions, June 16 to September 15 inclusive, a quorum for meetings shall consist of all board members available but in no case less than five.

Section F. Notification and Attendance

1. Every member must be duly notified of the annual, regular, and special meetings of the Board. This will normally be done through notice in the minutes.

2. Any Board member absent from a duly called meeting must present an excuse to the Executive Committee prior to the next regular meeting of the Executive Committee. The Executive Committee shall review the excuse and report to the Board.

a. Any Board member who has, during a year, four unexcused absences from Board meetings of which he has been duly notified, shall automatically relinquish his Board membership. As a result of such membership termination, the dismissed Board member shall relinquish any claim to his alumni board member privileges.

b. Excessive absences from Standing Committee meetings may also be cause for relinquishing Board membership. Excessive absences shall be more than 3 unexcused absences in any single quarter. Such excessive absences are to be reported to the Executive Committee by the standing committee chairman for action.

2. c. Any Board member who, in the opinion of the Executive Committee, misses a significant portion of a Board meeting or Standing Committee meeting, shall be considered absent until excused by the Executive Committee.

d. Attendance figures will be kept by the Recording Secretary and the Secretary-Treasurer.

#### Section G. Business Before the Board

Matters for consideration by the Board shall be submitted in writing to the President prior to the meeting of the Board at which action is expected. He may place them on the agenda or refer them to the appropriate standing committee.

#### Section H. Order of Business

Unless otherwise ordered by the Board, the order of business shall be as follows:

1. Approval of Minutes
2. Reports of Standing Committees
3. Reports of Special Committees
4. Old Business
5. New Business

#### Section I. Rules of Procedure.

All business coming before the Board shall be conducted according to Robert's Rules of Parliamentary Procedure except as modified by the Board. Meetings of the Board shall be open except upon approval of the Board when the Board may wish to enter an executive session.

#### Section J. Minutes of proceedings

Minutes of the proceedings of the Board shall be kept by the Recording Secretary. As soon as practicable after the record of proceedings has been perfected, the recording secretary shall transmit to each member of the Board a copy of such record. All lengthy reports shall be referred to in the minutes, and shall be kept on file as part of the Board records; but such reports need not be incorporated in the minutes except as and when ordered by the Board.

### Article II - Membership of the Board

Section A. As determined in Article III of the Constitution, the Board shall be composed of 18 members: 13 students and 5 non-students. Four students shall be elected and nine students and five non-students appointed.

#### Section B. Elected Members.

1. Four students shall be elected from at least eight candidates through all-campus elections held in the Spring by the Minnesota Student Association. Filings for election shall open at least three weeks prior to elections. All applicants shall fill out an application form devised by the Board and turn it over to the Personnel Committee at least one week prior to elections. The ballot shall be set by the Personnel Committee as soon as the eligibility of all applicants has been checked. This ballot shall be transmitted to the Elections Committee of the MSA for the election.

2. The Personnel Committee shall officially notify those elected as soon as the results of the elections are known.

Section C. Appointed Members.

1. Non-students. The non-student members of the Board shall be:
  - a. Four appointed by the Vice-President, Academic Administration with the approval of the President of the University.
  - b. One appointed annually by the General Alumni Association.
2. Students.
  - a. Nine student members of the Board shall be appointed by a Union Board Appointing Committee described in Article III, Section 3 of the Constitution.
  - b. Procedure for the Union Board Appointing Committee:
    - 1) The committee shall meet one week prior to the closing of filing for spring elections held by the Minnesota Student Association.
    - 2) The President of the Union Board shall call the first meeting, at which time the committee shall choose its own chairman by a majority vote, and any committee procedure or policy not specified by these By-Laws shall be decided by a majority vote of the Committee.
    - 3) The members of the Appointing Committee shall inform themselves as completely as is practical as to the duties and qualifications of Union Board membership.
    - 4) Filing for appointment to the Board shall open at the same time as filing for election. Candidates shall be required to fill out a questionnaire devised by the Board. This questionnaire shall include such information as the candidate's activities record in high school and college, scholarship ratings, college enrollment, etc. These questionnaires shall be filed with the Personnel Committee at least 3 days before the interviews are held, so the applicant's eligibility can be checked. The Personnel Committee shall then turn them over to the Appointment Committee.
    - 5) The Appointing Committee shall interview the candidates.
    - 6) The Appointing Committee shall utilize the Union activity and merit records of those candidates who have participated in Union activities, and also any data from any rating systems or records of other campus-wide organizations.
    - 7) In passing upon candidates, the Appointing Committee shall consider the qualifications of the candidate as based upon the following factors:
      - (a) They shall consider both the volume and quality of the scholastic record of the student.
        - (1) High School
        - (2) College
      - (b) They shall consider the volume and quality of the extra-curricular activities of the candidate.
        - (1) High school activities
        - (2) Union activities
        - (3) Campus-wide organizations
        - (4) Other offices or recreational organizations
        - (5) Athletic and sports activities
      - (c) They shall also consider such personal qualities as:
        - (1) Ability to organize projects and assign responsibilities, and delegate authority.

--(c)

- (2) Ability to cooperate effectively with other students and members of the Union staff.
  - (3) Ability to carry out assignments and to furnish reports.
  - (4) Ability to work effectively with other campus organizations and to extend the Union services to the entire student body.
- (d) They shall consider the amount of part-time employment in which the candidate is engaged.
  - (e) They shall ascertain the amount of time the candidate will have available for Union activities in relation to his other activities, studies, and part-time employment.
- 8) Within the scope of these By-Laws, the Appointing Committee shall be an independent body, and the individual members of the Committee shall act in accordance with his own judgment and should not be considered as representing the organization which named him to the Committee.
  - 9) In the case of Freshman candidates, only those who, in the minds of the Committee, have demonstrated exceptional maturity and ability should be appointed.

- c. After appointments are made, the Chairman of the Appointment Committee shall turn the names of those appointed over to the Personnel Committee for official notification.

Section D. The Director of Student Unions shall be an ex-officio member of the Board without vote.

#### Section E. Eligibility of Student Members

To be eligible for membership on the Board a student must:

1. Be a regularly enrolled student of the University who has paid the Union fee.
2. Have a grade point average of 2.3 or higher.
3. Meet all-University scholastic eligibility requirements.

#### Section F. Term of Office

1. Non-student members shall not be eligible for more than three successive years on the Board. They must be re-appointed annually by the appropriate appointing official.
2. Students, if otherwise eligible, may be re-elected or re-appointed to a succeeding term. The term of office shall be one year and shall expire when the next Board takes office.

#### Section G. Dismissal and Reassignment

Default of duties and responsibilities of any Board member or officer may be cause for dismissal or reassignment. The Executive Committee shall review such cases and take appropriate action. Any individual who deems the action of the Executive Committee as unjust, will have the right of appeal before the Board. In the case of appeal to the Board, a two-thirds majority vote of the Board shall be necessary to uphold the Executive Committee's recommendation.

#### Section H. Vacancies

Vacancies in the student membership of the Board shall be filled by the Board upon recommendation of the Personnel Committee. Vacancies in the non-student membership shall be filled by the corresponding appointing official. All vacancies shall be filled only for the balance of the unexpired term. Student members of the Board appointed by the Board must meet the same eligibility requirements for membership as those elected and appointed in the Spring.

### Article III - Officers of the Board

#### Section A. Enumeration

1. The officers of the Board shall be President, Vice-President, Secretary-Treasurer, Recording Secretary, Personnel and Public Relations Committee chairmen.
2. The officers shall be chosen by the Board from its student membership provided that the Board may make an exception in the case of the recording secretary.
3. The Director of Student Unions shall be Recording Secretary of the Board.

#### Section B. Mode of Election and Term

The officers of the Board shall be elected by the Board at the annual meeting and shall hold office for a term of one year and until their successors are elected.

1. All candidates for officerships shall file for office at least one week before the annual meeting with the Executive Committee of the outgoing Board.
2. The names of those filing, together with the office in which they are primarily interested shall be made known to all members of the new Board, so that they may become acquainted with the qualifications of the candidates before elections.
3. Elections shall be conducted as the last item of business at the annual meeting.
4. As soon as all officers have been elected, the President of the outgoing Board shall swear them in and swear in the new Board, and they will thereby take office.

#### Section C. Vacancies

Should a vacancy in an officer position occur, a successor to fill the position shall be elected at a special election held at a regular meeting of the Board. The position shall be filled by a student already on the Board, and a new member shall then be appointed to the Board through the usual appointment procedure.

#### Section D. Duties of Officers.

1. President
  - a. The President shall be Chairman of the Board and preside at all meetings, but the Vice-President or a member may act as chairman at his request.
  - b. The President shall be Chairman of the Executive Committee.

- c. He shall appoint all committees of the Board other than the standing committees and shall be ex-officio with vote on all standing and special committees.
- d. He may recall at his discretion any or all appointments made by him.
- e. He shall interpret the Constitution, By-Laws, and all other Board policies, subject to appeal to the Board, in which case a majority vote shall rule.
- f. He shall be responsible for working with the Director and Staff to maintain a good student-staff relationship.
- g. He shall perform such other duties as are usual to the office of Chairman.

2. Vice-President

- a. The Vice-President shall in the absence of the President perform all the duties of the President.
- b. The Vice-President shall be a member of the Executive Committee and Chairman of the Program Committee.
- c. The Vice-President shall be an ex-officio member with vote, of all other standing committees, in the absence of the President.

3. Secretary-Treasurer

- a. The Secretary-Treasurer shall be a member of the Executive Committee and Chairman of the House and Finance Committee.
- b. The Secretary-Treasurer shall act as secretary of the Executive Committee.
- c. The Secretary-Treasurer shall be responsible for contacts and correspondence with all other Unions and Union Associations, and in charge of all Board Activities in association with them.

4. Recording Secretary

It shall be the duty of the Recording Secretary to serve as parliamentarian for the Board, to record all the proceedings of the Board, and carefully preserve all its books and papers and to perform such other duties as the Board may from time to time direct.

5. Personnel Standing Committee Chairman

The Personnel Standing Committee chairman shall be chairman of the Personnel Standing Committee.

6. Public Relations Committee Chairman

The Public Relations Committee chairman shall be chairman of the Public Relations Committee.

Article IV - Committees of the Board

Section A. Standing Committees

There shall be the following standing committees:

1. Executive
2. House and Finance
3. Personnel
4. Program
5. Public Relations



**Section B. Manner of Appointment**

1. The chairmen of the standing committees are the officers of the Board, elected at the annual meeting.

2. The membership of the standing committees shall be approved by the Board upon recommendation of the Officers at the first regular meeting following the annual meeting.

**Section C. Special Committees**

Representatives of the Board in appropriate number and qualification shall be appointed by the President at the will of the Board to serve on such special committees as the Board may deem necessary.

**Section D. Programming Committees**

The Board shall create whatever programming committees it deems necessary to carry out the programming activities in the various areas. These committees shall be open to all eligible University students and each Area shall be supervised by a member of the Board. The Areas of programming shall be:

1. Fine Arts
2. Graduate
3. Music
4. Recreation
5. Social
6. Special Events
7. Topics
8. Varieties

The activities of the Area Directors shall be coordinated by the Program Standing Committee.

**Section E. Membership of Standing Committees:**

Only members of the Board shall be voting members of the standing committees. The President shall be ex-officio with vote on all committees, and the Vice-President ex-officio on all standing committees, with vote in the absence of the President. The Director of Student Unions or his representative shall be ex-officio without vote on all standing committees.

1. Executive Committee
  - a. The President of the Board shall be chairman.
  - b. The Vice President, Secretary-Treasurer, Personnel and Public Relations Committee chairmen shall be members.
  - c. One non-student member shall be appointed by the Board on recommendation of the officers at the first regular meeting following the annual meeting.
  - d. The Director of Student Unions shall meet with this committee.
2. House and Finance Committee
  - a. The Secretary-Treasurer of the Board shall be chairman.
  - b. Two student and one non-student members shall be appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.
  - c. The Director of Student Unions or his representative shall meet with this committee.

3. Personnel Committee
  - a. The Chairman is elected at the annual meeting of the Board.
  - b. Four student members and a non-student member shall be appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.
  - c. The Director of Student Unions or his representative shall meet with this committee.
  
4. Program Committee
  - a. The Vice President of the Board shall be chairman.
  - b. A rotating three-area director system for Program Committee shall be as follows:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Special Events	Recreation	Special Events
Variety	Graduate	Music
Social	Fine Arts	Topics
  - c. One non-student member shall be appointed by the Executive Committee at its first meeting following the annual meeting subject to the approval of the Board.
  - d. The Program Director shall meet with this committee, representing the Director of Student Unions.
  
5. Public Relations Committee
  - a. The Chairman is elected at the annual meeting of the Board.
  - b. Two student members and a non-student member shall be appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.
  - c. The Director of Student Unions or his representative shall meet with this committee.

Section F. Meetings

Meetings of the standing committees of the Board may be called by the chairman, or shall be called by the chairman upon the request of two members of the committee, or upon request of the President of the Board.

Section G. Duties

The duties of the several standing committees shall be those indicated below and all actions of these committees shall be reported to and be subject to the approval of the Board except as otherwise stated below.

1. The Executive Committee shall:
  - a. serve as a general steering committee for the Board
  - b. coordinate the activities of the other standing committees
  - c. report and act for the Board during intervals between meetings
  - d. select all standing committee members and Area Directors subject to the approval of the Board
  - e. excuse absences from Board and Standing Committee meetings
  - f. deal with those matters not falling within the jurisdiction of any other committee
  - g. undertake such other duties as the Board may from time to time direct.

2. The House and Finance Committee shall:
  - a. prepare and present to the Board an annual Budget for its consideration and approval
  - b. prepare annually and adjust quarterly, the general Program Department budget, based on recommendations from the other standing committees. Present this budget and adjustments to the Board for approval
  - c. report annually and quarterly on the financial operations of the Department with a detailed supplement on the Program Department.
  - d. recommend from time to time changes in financial policy
  - e. formulate and promulgate rules for the use of the Union facilities and conduct in the building and present them to the Board for approval.
  - f. approve exceptions to those rules, which shall become effective upon announcement to the Board, unless there is an objection, in which case Board action shall be required.
  - g. consider and report on all problems relating to the use of and identification for use of Union facilities
  - h. conduct studies and make recommendations to the Board on the use and improvement of Union facilities
  - i. consider all other matters concerning the general use of Union facilities
  - j. undertake such other duties as the Board may from time to time direct.
  
3. The Personnel Committee shall:
  - a. formulate personnel policies for the Board
  - b. study, with a view to development and improvement, the personnel policies of the Board and recommend from time to time, changes in personnel policy.
  - c. coordinate the recruitment of all student personnel
  - d. do all interviewing of personnel for the Board and the Union Board Council Appointment Committee except that handled by the Board Appointment Committee
  - e. see that all committee membership applications are referred to the appropriate Area Director and chairmen.
  - f. approve chairmanship appointments, which become effective upon announcement to the Board, unless there is an objection, in which case Board action shall be required.
  - g. coordinate all training programs for both Board members and committee chairmen and members
  - h. handle all matters concerning evaluation and recognition of committee chairmen and members
  - i. process and keep all personnel records up-to-date
  - j. work closely with the Public Relations Committee on programs of publicity and recruitment
  - k. maintain a "Union Board Council" for the training of Freshmen leaders
  - l. prepare annually and adjust quarterly, the budgets for the activities under its jurisdiction and recommend them to the House and Finance Committee for inclusion in the general Program Department budget.

- 3
- m. maintain a Personnel Bureau, whose chairman is an ex-officio member of the Personnel Standing Committee without vote, and to assist the Standing Committee in carrying out its duties.
  - n. undertake such other duties as the Board may from time to time direct.
4. The Program Committee shall:
- a. coordinate all Union programming.
  - b. formulate and recommend changes in and improvements of the program
  - c. be responsible for scheduling Board activities sufficiently far in advance so that adequate program plans and publicity can be developed.
  - d. endeavor to coordinate Union program activities with those of other campus organizations.
  - e. prepare annually and adjust quarterly the budgets of the Programming Areas and maintain a suitable program development fund. Recommend this budget to the House and Finance Committee for inclusion in the general Program Department budget.
  - f. co-sponsorship of programs between the Board and other organizations which shall become effective upon announcement to the Board unless there is an objection, in which case Board action shall be required.
  - g. establishment and disestablishment of programming committees, which shall become effective upon announcement to the Board, unless there is an objection, in which case Board action shall be required.
  - h. discuss and evaluate Union programming efforts.
  - i. work closely with the Public Relations Committee in programs of research into programming and publicity efforts.
  - j. undertake such other duties as the Board may from time to time direct.
5. The Public Relations Committee shall:
- a. endeavor to promote a feeling of goodwill and cooperation with the student body.
  - b. formulate and implement plans to keep the University community and the public at large continually informed on appropriate Union needs and activities.
  - c. coordinate all Union Board publicity and formulate policy on publicity.
  - d. study, with a view to improving and developing, the public relations and publicity efforts of the Board.
  - e. maintain a program of training in publicity and public relations for the Board and all Union committee personnel.
  - f. study program needs and work closely with the Program Committee to determine and satisfy the needs of the campus in the Union. Maintain a continuing program of research into the needs and responses of the campus to Union programming.
  - g. work closely with the Personnel Committee on programs of publicity and recruitment.
  - h. prepare annually and adjust quarterly, the budgets for the activities under its jurisdiction and recommend them to the House and Finance Committee for inclusion in the general Program Department budget.

5. i. maintain a committee to assist the committee in carrying out its duties.
- j. maintain a system of free publication, advertising and poster and flyer layout, and preparation.
- k. undertake such other duties as the Board may from time to time direct.

## Article V - Area Directors

### Section A. Appointment

Area Directors are student members of the Board appointed by and from the Board, on recommendation of the Executive Committee, at the first regular meeting of the Board following the annual meeting.

### Section B. Responsibilities

1. As representatives of and responsible to the Board, the Area Directors have sole responsibility for the formulation and execution of programs in their specific areas.

2. To assist the Area Directors in fulfilling this function, each Area shall be assigned certain programming committees within the framework of the area to carry out the program activities.

3. The committee chairmen shall be solely responsible to the Area Director for proper execution of programs in their particular committee.

4. Final authority for all decision affecting the area program lies with the Area Director. Specifically delegated responsibilities may be made and clarified by the Area Director for the committee chairmen.

5. Any chairman may be relieved of his duties by the Area Director through the Personnel Standing Committee.

### Section C. Duties

Each Area Director has a duty to:

1. serve as the link between the Board and the committees in his area.
2. possess thorough knowledge of the activities of the committees in his area:
  - a. Through attending committee meetings and events
  - b. Through reading reports of past Area Directors
  - c. Through close personal contact with committee chairmen
3. work closely with his program consultant at all times.
4. give guidance, encouragement and suggestions to his chairmen.
5. actively recruit new committee personnel and seek new programming ideas.
6. make a written annual report on the activities of each committee in his area.
7. make periodic informal reports to the Board on his Area.
8. see that all event reports, merit system reports, personnel rosters, and such other reports as may from time to time be directed by the Board, from his committees are up-to-date and turned in promptly.
9. see that all Board and University policies applicable are observed and enforced in his committees and their activities.
10. leave direct control of the committees up to the chairmen unless
  - a. There is no chairman
  - b. The chairman fails to fulfill the responsibilities given to him.

## Article VI - General Rules and Regulations

Section A. No member of the Board shall be employed and paid from any budget under the control of the Board.

Section B. No personal expenses incurred by any Board member or student committee chairman or member in connection with a Union event shall be paid from Union funds unless it was budgeted for in advance and approved by the Board.

## Article VII - University Village Union Charter

TO PROVIDE FOR THE SELF-GOVERNING ORGANIZATION OF THE UNIVERSITY VILLAGE UNION  
PURPOSE:

In an effort to provide for adequate community, social, recreational, and cultural opportunities for the residents of the University Village, and to encourage the general use of the facilities of the Village Union building, there shall be established a Village Union Board of Directors.

### MEMBERSHIP:

Membership of the Board shall consist of a maximum of twelve members to include nine members who may be either a student of the University paying Union fees or the spouse of such a student, the University Director of Student Unions, and such administrative staff member may be ultimately provided at the Village Union, and one non-student appointed by the Vice President of Academic Administration. The Union staff members shall be without vote. At no time shall the number of non-student Village members on the Board exceed fifty per cent of the total membership. Of the resident village representatives, six shall be elected by popular vote of the villagers and three appointed, one appointed by the University of Minnesota Union Board of Governors, one by the Village Council, and one by the Grove East Association. Term of office shall be for one year. Members shall be eligible for serving a maximum of four terms.

### POWERS AND DUTIES OF THE VILLAGE BOARD:

Policies pertaining to operation, administration, rules and regulations, activities, and programming shall be the responsibility of the Village Board, except for the approval of the University of Minnesota Union Board of the annual financial budget as prepared by the Village Board. The program area of the Board shall not normally include athletic recreation.

### OFFICERS:

The officers of the Board shall be a President, Vice-President, and Secretary. The duties of these officers shall be those normally associated with these positions. The President shall be elected from among the resident student members.

COMMITTEES:

There shall be three committees of the Board, The Executive Committee, the House and Finance Committee, and the Program Committee.

The Executive Committee shall serve as a steering committee in considering major policy problems and nominating for officers of the Board and chairman of standing committees. The committee shall be composed of the officers and the Director of Student Unions or his delegated representative, the latter without vote.

The House and Finance Committee shall consider all major financial commitments and operating policies, and prepare an annual budget. Membership shall consist of three members, and the Director of Student Unions without vote.

The Program Committee shall consider and recommend to the Board all major program plans for social, recreational, cultural, and family welfare activities. This committee shall consist of four Board members.

ELECTIONS:

Elections normally shall be arranged and conducted by the Village Council. Elections shall be scheduled during the third week of spring quarter.

The Board shall have the power to appoint new members to elected members' vacancies which occur between elections. Appointees shall serve for only for the balance of the term of office. The members appointed by the three specified governing bodies shall be appointed in the fall immediately following the Village fall elections in order to provide for continuity of membership on the Board.

CHANGES TO CHARTER:

Changes to this charter shall be made upon recommendation of a majority vote of the Village Union Board, and a two-thirds vote of the University of Minnesota Union Board of Governors.

SPECIAL PROVISION:

To facilitate the initiate stages of the Board's function, the Village Council shall appoint all members normally elected. These members shall serve only until a special Fall election which will be held two weeks following the Fall election of the Village Council.

Article VIII - Approval and Amendment of By-Laws

These By-Laws shall take effect after approval by two-thirds majority of the whole Board at any meeting and may be amended by two-thirds vote of the whole Board at any meeting, provided, however, that notice of any proposed change must be given in writing to the members of the Board at least one week in advance of the meeting scheduled to consider such change. These By-Laws shall supercede all previous By-Laws passed by the Board, and shall be implemented as soon as is practicable after their approval.

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3/14/62

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

AGENDA

April 4, 1962

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee Report
    - 1) Introductions
    - 2) Big Ten Conference Report
    - 3) By-Laws
    - 4) Elections
    - 5) Announcements
  - B. House and Finance Committee
    - 1) Plaques
    - 2) MSA Bulletin Board
    - 3) "Grotto" decor
  - C. Personnel Committee
    - 1) Merit
    - 2) Calendar
    - 3) Board Applicant Workshops
    - 4) Eligibility
    - 5) Chairmanship Approval
  - D. Public Relations Committee
    - 1) WMR Financial Situation and Loan
  - E. Program Committee
    - 1) Co-sponsorships
    - 2) Change in co-sponsorship policy
    - 3) Announcements
- III. Old Business
- IV. New Business
- V. Adjournment



UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 4, 1962

Members Present:

Sue Borstein, Jeff Brodtkin, Jim Cameron, Karen Cravens, Judy Hoy, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Dr. Donald Zander, Mr. Ed Brunan.

Members Absent:

Mr. Gordon Starr, Dr. E. L. Thomas.

Others Present:

Erik Erikson, former Ad Fellow-Program; Edie Lagston-UBC; Lynn Ye, Program Consultant; Richard Fry - Daily Reporter; Pat Kay.

The meeting was called to order at 6:40 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

<sup>U-77</sup>  
Under Motion K-1906, the recount was out of order, since, according to Robert's Rules, which the Union Board acknowledges, this can only be made specifically for the purpose of clarifying an error - when a person has voted on a motion and the vote has been declared, that person cannot change his vote. Therefore the procedure was illegal, the motion failed, and therefore the By-Laws cannot go into effect immediately.

The minutes were approved as corrected.

Executive Committee Report

- 1) President Moe introduced the members of the Board and the guests.
- 2) President Moe reported that he, Kathy Wagnild, and Barry Lazarus had recently returned from the Big Ten Student Conference, and a tour of various student unions in the area. He was preparing a report on the conference which would be dittoed off and handed out later. Before the conference, several universities had felt that such conferences no longer served a useful purpose, but this one had been a resounding success and there was no doubt that they would continue in the future.
- 3) President Moe reported that in order to pass the By-Laws, either a substantial change would have to be made and a new vote taken on the entire By-Laws, or else a motion made to overrule Robert's Rules.

<sup>U-78</sup>  
Motion K-1909 Larry Leventhal moved that the Board dispense with Robert's Rules of Order so that the Board could approve the By-Laws.

Motion seconded.

Some discussion took place as to whether Robert's Rules constituted an indisputable basis or a flexible basis for Union Board of Governors' procedure.

Question called.

Motion K-1909 carried (14 votes to zero).

- 4) President Moe reported that filings for all campus elections would close Thursday, April 5, at noon, and anyone planning to apply for next year's Board should make sure of getting their filing in by that time. Interviews for Board appointment will take place on April 11 and 12.

#### House and Finance Committee Report

- 1) Karen Cravens reported that the House and Finance Committee had authorized the expenditure of \$29.50 on ten plaques of the Big Ten schools, which would probably be hung in the new dirt room.
- 2) Karen reported that the House and Finance Committee had received a note from three members of the MSA, requesting the permanent use of a bulletin board on which they could print the names of the MSA officers, and the people responsible for representing the various organizations on campus.
- 3) The Board briefly discussed ideas for the use and theme of the dirt room. Ron Moe had mentioned in his report on the Big Ten Conference that most of the other unions he had seen had grotto-type sub-basement rooms. A show of hands was requested to see how many people would be interested in having such a grotto here. Six hands were raised. Barry Lazarus felt that a little money should be spent on panelling in order to improve the looks of the room.

#### Public Relations Committee Report

- 1) Myra Shiff presented and explained the report on the WMMR Financial Situation and Loan. By the end of the year, WMMR will be able to pay back their \$2000 loan, and still make a profit. This is the first time for a number of years that WMMR has shown a considerable profit. The Board expressed their thanks to Dave Herman for the excellent job he had done with WMMR management.

#### Personnel Committee Report

- 1) Barry Lazarus handed Board members a sheet giving a list of important dates for personnel in the Spring Quarter. One addition was made to the effect that decisions about Board appointments will be announced on April 13.
- 2) Barry expressed the Board's thanks to Kathy Wagnild for the good work she had done in preparing the booklet on the Board Applicant Workshop, which gave much information to prospective applicants about Union Board activities. All Board members should become familiar with its contents so that they could be of help to applicants.

- 3) Barry reported that the Personnel Standing Committee had decided that Dave Herman was ineligible to apply for Board membership because his grade point average was below the minimum required in the By-Laws.

<sup>U-79</sup>  
Motion K-1910 Myra Shiff moved that the Board overrule the decision of the Personnel Standing Committee on the eligibility of Dave Herman.

Motion seconded.

Considerable discussion took place on the question of scholastic performance versus personal capability.

Question was called.

~~U-80~~  
Motion K-1910 failed.

Myra Shiff asked for a recount. Votes were 7 to 9. Motion K-1910 failed.

- <sup>U-80</sup>  
4) Motion K-1911 Barry Lazarus moved that the Board approve that Dan Pietao be appointed chairman of the Square Dance Committee.

Motion seconded and carried.

#### Program Committee Report

- <sup>U-81</sup>  
1) Motion K-1912 Jim Cameron moved that the Board retroactively approve a co-sponsorship between the Fine Arts Gallery and Delta Phi Delta for a Coffee Hour to kick off the Art Competition for the Creative Arts Festival to be held on April 2 in the Fine Arts Gallery.

Motion seconded and carried.

<sup>U-82</sup>  
Motion K-1913 Jim Cameron moved that the Board approve a co-sponsorship between the American Foreign Students and the Korean Student Association to present two films: one on current news items in Korea, and the other on calligraphy which is a form of Korean art - to be shown on April 11 in 326-327 Coffman Union at 1:30 p.m. A discussion would take place after the films between the American and Korean students.

Motion seconded and carried.

- 2) Jim Cameron reported that Judy Hoy had submitted an idea for a change in the present co-sponsorship policy. Board members may see a copy of the statement if they wish to. No action has yet been taken by the Program Committee, but the matter will be fully discussed at a later meeting.
- 3) Jim said he would like to see all the members of the Program Committee after tonight's meeting in order to arrive at a convenient weekly meeting time for the committee.

No Old Business

New Business

- 1) Jim Tremann asked if the Board had a vote in the MSA Assembly. Ron Moe explained that the Board has a vote presently held by Jeff Brodtkin. Two years ago, a policy was adopted of letting the UBOG delegate vote as he saw fit on matters not of direct concern to UBOG. Since the MSA presidency is not of direct concern to us, Jeff may vote as he sees fit in the election.

Announcements

- 1) Judy Hoy announced that so far attendance at the Creative Arts Festival has been excellent, and that the publicity and Daily coverage has been very good.
- 2) Barry Lazarus reminded Board members to encourage people to apply for the chairmanship openings. These will remain open until April 9.
- 3) Sue Bernstein reported that the Board grade point average for the Winter Quarter had been computed as 3.065.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

pk

End Fall Quarter 1961

INCOME	Income Rec'd July 1st to October 31st	Income Rec'd Nov.	Income Rec'd Dec.	Total Income July 1st to December 31st
Sales - 1960-1961	\$ 230.00	\$ 235.00	\$ 10.00	\$ 485.00
Sales - 1961-1962			74.50	74.50
Credit Received	26.55			26.55
Other Income	2000.00			2000.00
<b>Total Income</b>	<b>\$2256.55</b>	<b>\$ 235.00</b>	<b>\$ 84.50</b>	<b>\$2576.05</b>
EXPENSE	Expense July 1st to Oct. 31st	Nov. Exp.	Dec. Exp.	Total Expense July 1st to December 31st
Commissions	\$ 113.21	\$ 34.50	-----	\$ 147.71
Technical Equipment	1125.69	200.53	301.11	1627.33
Public Relations	4.06	30.17	(29.08)	5.15
Teletype			246.00	246.00
Record Purchases	47.29	20.49	20.16	87.94
Gen. Office Exp.	59.03	42.00	20.36	121.39
Printing			103.83	103.83
Telephone				
Lines	48.08		119.17	167.25
Long Distance Calls			2.45	2.45
B. Halper Scholar. Fund			32.25	32.25
<b>Total Expenses</b>	<b>\$1397.36</b>	<b>\$ 327.69</b>	<b>\$ 816.25</b>	<b>\$2541.30</b>

WINTER QUARTER 1962

INCOME	Estimated Income	Income Jan.	Income Feb.	Income Mar.	Income Quarter
Sales - 1960-1961	\$ -----	\$ 33.75	\$ -----	\$ -----	\$ 33.75
Sales - 1961-1962	919.22	80.00	203.40	136.84	420.24
Credit Received					
Other Income					
<b>Total Income</b>	<b>\$ 919.22</b>	<b>\$ 113.75</b>	<b>\$ 203.40</b>	<b>\$ 136.84</b>	<b>\$ 453.99</b>
EXPENSE	Estimated Expense	Exp. Jan.	Exp. Feb.	Exp. Mar.	Expense Quarter
Commissions	\$ 260.00	\$ 10.13	\$ 24.17		\$ 34.30
Technical Equipment	500.00	47.24	146.76	\$ 92.26	286.26
Public Relations	40.00		1.29		1.29
Teletype	325.00	92.25	153.75	61.50	307.50
Record Purchases	50.00		9.00	7.80	16.80
Gen. Office Expense	50.00	16.13	9.22	3.23	28.58
Printing	100.00				
Telephone Lines	100.00		36.25		36.25
Long Distance Calls	5.00	1.55	5.80		7.35
Petty Cash	25.00		.60		.60
<b>Total Expenses</b>	<b>\$1455.00</b>	<b>\$ 167.30</b>	<b>\$ 386.84</b>	<b>\$ 164.79</b>	<b>\$ 718.93</b>

End of Winter Quarter

Actual Balance - End of Fall Quarter		\$ 34.65
Income		
January	\$ 113.75	
February	203.40	
March	<u>136.84</u>	
Total for Quarter		<u>\$ 453.99</u>
		\$ 488.64
Expenses		
January	\$ 167.30	
February	386.84	
March	<u>164.79</u>	
Total Expenses for Quarter	<u>\$ 718.93</u>	
Outstanding Bills	<u>\$ 224.24</u>	
Total Expenses & Outstanding Bills		<u>\$ 943.17</u>
Balance - End of Winter Quarter		(\$ 454.53)

Estimated Budget for Spring Quarter

<u>Expense</u>	<u>Amount Estimated</u>
Commissions	\$ 300.00
Technical Equipment	150.00
Public Relations	75.00
Record Purchases	50.00
Office Expense	50.00
Petty Cash	25.00
Printing	50.00
Telephone Lines	100.00
Long Distance Calls	<u>10.00</u>
Total Estimated Expenses	\$ 810.00



ESTIMATED FINANCIAL SITUATION - July 1st, 1962

Income

7/1/61 through Fall Quarter	\$2576.05	
Winter Quarter	453.99	
Total 1961-62 Accounts Expected		\$1249.96
Total 1960-61 Accounts Expected		<u>447.50</u>
Total Expected Spring Quarter	1697.46	\$1697.46
End of Spring Quarter to 7/1/62	<u>1716.22</u>	
Total Estimated Income for the Year	<i>3213.69</i> <i>3089.00</i> <i>453.99</i> <i>1716.22</i>	\$6443.72

Expenses

7/1/61 through Fall Quarter	\$2541.30	
Winter Quarter	718.93	
Spring Quarter - Estimated	810.00	
End of Spring Quarter to 7/1/62	<u>100.00</u>	
Total Estimated Expense for the Year		<u>\$4170.23</u>
Estimated Balance - July 1st		\$2273.49

UNIVERSITY OF MINNESOTA - UNION BOARD OF GOVERNORS

ATTENTION all Board members and Committee chairmen :

The time is drawing nearer for the Merit Reception Banquet. Nominations for the Merit Key are now being taken by the Personnel Standing Committee. ALL NOMINATIONS MUST BE IN BY MAY 1. The form to use is as follows:

To: Personnel Standing Committee, Merit Key  
Nomination

From: Your name and position

Type out all nominations (double-spaced) for the candidate. After the nomination is typed, give it to your Area director and have him-her initial it. Be specific in the information included, such as details on scholarship, leadership, service outside the committee, and so forth. (There is no standard form, each nomination will be submitted in the same manner the Committee of the Quarter is done).

TURN IN ALL APPLICATIONS TO ROOM 229 IN THE MAIL BOX OF LYNN YE

DON'T FORGET ALL NOMINATIONS ARE DUE ON MAY 1

Thank you very much.

Barry Lazarus  
Chairman  
Personnel Committee

**UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS**

**AGENDA**

**April 11, 1962**

- I. Minutes of last meeting**
- II. Standing Committee Reports**
  - A. Executive Committee Report**
    - 1) Introductions
    - 2) Big Ten Conference Report
    - 3) Pelling Place
    - 4) Standing Committee Assignments
    - 5) Interviews for 1962-63 UBOG
  - B. House and Finance Committee**
    - 1) TV Lounge
    - 2) Dirt Room Contest
    - 3) Office Space-Basement
  - C. Personnel Committee**
    - 1) Merit Invitations
    - 2) Applicant Workshops
    - 3) Area Directors
  - D. Public Relations Committee**
    - 1) Announcements
    - 2) F.S.I.C.
  - E. Program Committee**
    - 1) Co-Sponsorship
    - 2) Suggestion
    - 3) Graduate Area
    - 4) Co-Sponsorship Policy
- III. Old Business**
- IV. New Business**
- V. Adjournment**

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 11, 1962

Members Present:

Sue Berstein, Jeff Brodtkin, Jim Cameron, Karen Cravens, Judy Hoy, Karen Poulson, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Mr. Gordon Starr, Dr. E. L. Thomas, Dr. Donald Zander, Mr. Ed Braman, Mr. Walfred Pedersen.

Members Absent:

Barry Lazarus, Larry Leventhal, Ron Moe, Dr. LaBerge

Others Present:

Ted Kaul - Program Director; Ron Bell - UBC; Chuck Tremann - UBC; Jan Tallman - Daily Reporter; Pat Kay

The meeting was called to order at 6:35 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) Vice President Cameron introduced the Board members and the guests.
- 2) Vice President Cameron drew the Board's attention to the report on the Big Ten Conference in their folders. All Board members should read this evaluation for their own information.
- 3) Vice President Cameron reported that the Board has to maintain a polling place and that someone must be on duty here to stamp fee statements Thursday 9 - 4 p.m. and Friday 9 - 2p.m. All Board members should sign up for some time during these two days, and a schedule will be found in Room 231.
- 4) Vice President Cameron read the Standing Committee assignments under the new By-Laws. These are:

Personnel Standing Committee:

Barry Lazarus, Jeff Brodtkin, Kathy Wagnild, Judy Hoy, Sue Berstein, Mr. Ed Braman

Public Relations Standing Committee:

Larry Leventhal, Myra Shiff, Karen Poulson, Dr. Donald Zander

Program Standing Committee:

Jim Cameron, Judy Hoy, Karen Poulson, Jane Rohrer, Dr. David LaBerge

Executive Committee:

Ron Moe, Jim Cameron, Karen Cravens, Barry Lazarus, Myra Shiff, Dr. E. L. Thomas

House and Finance Committee:

Karen Cravens, Jane Rohrer, Jim Tremann, Sue Berstein, Mr. Walfred Pedersen

- 5) Vice President Cameron reported that interviews for the 1962-63 UBOG were taking place tonight and Thursday night. Some Board members would have to leave the meeting for half an hour in order to attend their interviews. When the results of all-campus elections are known, those will be announced, and this will be announced probably on Friday evening.
- 6) Vice President Cameron said that a suggestion had been received to change the meeting time for next week, since Wednesday is the first day of Passover which Jewish members of the Board would wish to observe. It was decided to hold the meeting on Tuesday. This will be a dinner meeting at 6:00 p.m. in Room 351 of CMU on Tuesday, April 17. Jeff Brodtkin thanked the Board for their consideration in this matter. Mr. Starr said he hoped Vice President Wenberg would be able to attend this meeting, since he had expressed a desire to see the Board in action.

#### House and Finance Committee Report

- 1) Karen Cravens reported that the committee had discussed the question of whether the TV Lounge should be made into an addition to the Fine Arts Gallery, and the TV moved either into the Men's or Women's Lounge. It had been felt that placing a TV in one of the lounges might distract students who were trying to study, but the TV could simply be removed if this proved to be a difficulty.
- 2) Karen reported that the Dirt Room naming contest will start two weeks from today, on April 25. Mr. Starr had said that it was hoped to open the Dirt Room at about this time with a ribbon cutting ceremony or something similar. This would make a good item for the Daily.
- 3) Karen reported that some of the student office space in the basement has now been deserted by the groups assigned to it, and that it was hoped that in two weeks the new contracts would have moved into this space.

#### Personnel Committee Report

- 1) Jeff Brodtkin reported that the committee had begun to write out the invitations for the Merit Reception.
- 2) Jeff reported that the Board Applicant Workshops had gone over quite well, but that the information material should have been distributed sooner.
- 3) Jeff reminded Area Directors that, when the new Board had been appointed, they should talk to the people concerned to give them some idea of the work and aims involved in their particular area.

#### Public Relations Committee

##### 1) Announcements

- a) Myra Shiff reported that next week her chairman would present a report on the ad mauretorium, giving a chart presenting each program plus an evaluation report. This report had not made any startling

conclusions and gave no great insight into advertising problems, but would be of general interest to the Board.

- b) Myra announced that the Ad Agency intended to get someone from the Journalism School to be an adviser on an unofficial basis. In this way it was hoped to overcome problems and reorganize the Agency over the summer. Any Board members having particular advertising difficulties in their area should contact Myra.
- 2) Myra reported that the Vice President had appointed two people to serve on the Liaison Committee (Food Service Investigating Committee). They were: Sterling B. Garrison, Assistant to the Vice President, Business Administration, Lyle F. Griggs, Inventory Supervisor. Two members had volunteered from UBOG: Myra Shiff and Judy Hoy, and one other volunteer was needed. Anyone interested in serving on this committee set up to investigate the high prices of food and to discover better ways of serving the students, should let Myra know.

#### No Old Business

#### New Business

- 1) Myra Shiff said she would like to see an alteration in the procedure for the MSA senator's vote in the elections. At present the senator had a personal vote, and Myra felt that his vote should reflect the opinion of the Board as a whole.

<sup>U-72</sup>  
Motion K-1914 Myra Shiff moved that the Board overrule previous resolutions about voting behavior of the MSA senator, and mandate him in the future.  
Motion seconded.

<sup>U-73</sup>  
Motion K-1915 Jeff Brodtkin moved a substitute motion to read that in the case of matters pertinent to Union activities, including MSA elections, the senator should be required to submit a report to the Board for their consideration.

Motion seconded.

A brief discussion took place on the question of whether the senator should have a strictly personal vote or whether he should reflect the Board's feeling as a whole.

<sup>U-74</sup>  
Motion K-1916 Moved that the Board vote on whether to vote on Motion K-1914 or Motion K-1915.

Motion seconded, and the Board voted to vote on Motion K-1915.

<sup>U-75</sup>  
Motion K-1917 Myra Shiff moved an amendment to Motion K-1915 to add the words: "The Board should mandate the senator before MSA presidential elections."

Motion K-1917 seconded but defeated.

Motion K-1915 carried.

## Announcements

- 1) Mr. Starr announced that Rol. Moe had been named to serve on the Harry Halper Scholarship Committee. One student will be named from WMMR.
- 2) Mr. Starr said he would like to postpone delivering his report on the ACU Conference until next week's meeting.
- 3) Mr. Starr said he felt the Board should think in terms of program scheduling for next year. If the Board wanted the top names, careful thought would have to be given to advance booking and scheduling.
- 4) Mr. Starr expressed his disappointment at the lack of applicants for UBOG vacancies (14 applicants for 13 vacancies). He felt that serious thought should be given to the question of why students do or do not file for Board positions. He said he would be just as concerned if large numbers filed.
- 5) Mr. Starr expressed his pride at the excellent record of this year's Board, in terms of programming, number of events, etc., and at the excellent Board grade point average. He had been especially impressed by the way the Board had made the most of the Union dollar during the Winter Quarter.

Vice President Cameron asked for the program report, which had been delayed due to Judy Hoy's interview.

## Program Committee Report

- 1) Judy Hoy reported that the Program Committee had approved a co-sponsorship between the Film Society and Focus for a preview discussion of the Film Society's second showing of the 1923 German film "Dracula" on April 18 in 320 Coffman Union, 12:30 - 1:30.
- 2) Judy reported that a suggestion had been received via Ted Kaul from Mr. Starr about the possibility of putting on an appreciation night for students on campus, maybe a dance with free admission for all students. Officers of MSA, SIA and UBOG could be invited, and the president of each organization could speak for a few minutes on the specific tasks of his group, and students could ask questions. The tentative date for this event is May 4.
- 3) Judy said that the report being made on the Graduate Area and the results are not yet fully compiled. The full report will be given at a later date.
- 4) Judy reported that the Co-sponsorship policy has been discussed, and a report will be made to the Board at a later date.

## New Business (continued)

- 2) <sup>U-76</sup>  
Motion K-1918 Jim Cameron moved that the Board extend their congratulations to Norman Uphoff for winning the MSA elections, and express their wishes for continued cooperation with the UBOG.

Seconded and carried.

- 3) A request had been received from a graduate student by the name of David Berg to tape record meetings of the various standing committees for his dissertation. He was not interested in the informational content of the meetings, but only in the way such meetings were conducted. All information on the tapes would be kept in strict confidence.

- 4) Ted Kaul, Program Director, gave a brief report on his visit to the Pre-Conference Seminar and to the ACU Conference.

The Pre-Conference Seminar had brought together some 35 people currently working in college unions, and they had discussed all aspects of college union administration. Two financial reports from two college unions had been analyzed, one from Coffman and one from Purdue, though at the pre-conference these had been labelled ABC and XYZ. The group had unanimously decided that the "ABC" union had done the better job in financing. Ted felt that the pre-conference had been very beneficial to him, and he had been very impressed by the entire program.

He had also attended the Annual ACU Conference which had also been a very rewarding experience. Through attending lectures, discussion groups, and talking personally with many of the four hundred delegates, he felt he had gained a great many new program ideas and insights on college union administration.

Ted said he would be more than happy to go through the conference material with any interested Board member.

- 5) Mr. Starr said he felt sure that Mr. Kaul's experience at the Conference would pay dividends in the future.
- 6) Mr. Starr expressed his happiness at hearing that Karen Poulson has been awarded a fellowship for the coming year.
- 7) Jim Cameron reminded the Board that Mr. Starr had been with the Union for 21 years. Since this was the last meeting of the old Board, he expressed his appreciation and that of the Board for all Mr. Starr's help, work and guidance during the past year.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

pk



TO: Union Board of Governors  
FROM: Ron Moe  
SUBJECT: Big Ten Union Student Conference  
University of Illinois--Illini Union  
March 30-31, 1962

I. Purposes of Big Ten Conference

The Big Ten Conference is intended to provide interchange of ideas between unions of similar size; cooperative thought in discussion of common problems and attempts at solutions; a more general perspective of the union field for the delegates; contact between students of similar experience and ability for discussion of common problems; and stimulation of thought that can be applied to situations peculiar to each school.

II. Background

For a number of years, there has been considerable opposition growing to the Big Ten Conference from some of the member schools. Indications, were, before this conference, that this might well be the last Big Ten Conference. Several schools came as a final test--if the conference was not a success--they would withdraw.

Since Minnesota needs the Big Ten Conference to provide contact and interchange of ideas between schools of similar size, it was particularly important that we do our utmost to make this year's conference a success. This was one of the objectives we had in mind when we made our plans.

III. Trip

On the way to Illinois we visited Purdue and Indiana to become acquainted with the facilities they offer and to see how their Union Boards operate. We paid particular attention to how their food service facilities stack up against ours, and tried to get ideas on how we should decorate our new addition to the east wing, the International Student

Lounge (when completed) and how to expand the Fine Arts Gallery Area.

A. General Comments on Tour

1. Hospitality at all the schools we visited was great—especially Purdue, who met us at the airport with a delegation of 7 students.
2. We got to see what role the unions on other campuses play and what facilities they have to offer. Both Purdue and Indiana had immense unions. The role of the union on these campuses, however, is somewhat different from ours here at Minnesota. They include, in addition to what we have, such things as: the continuation center, library, campus auditorium, 250 room hotels, central bookstores for the whole campus, etc. At Minnesota, such a Union would contain: Coffman Union, Walter Library, Northrop Auditorium, part of Westbrook Hall, part of Eddy Hall, the continuation center, and all five University bookstores.-----So actually, although their unions are gigantic, they are not Unions in the same way that we are—they include our Union facilities as only one aspect.
3. Student Government was weak everywhere. At the conference, we generally agreed that possibly student government could be a good thing, and that perhaps unions should try to help strengthen it, as a service to the students.
4. We found that most Union Boards have somewhat less control of the finances of the department and facilities than we have, and are almost wholly concerned with the activities program. Many of their programs are large one and they control some (rooster clubs, American brother-sister program) that we don't. We do much more programming generally than most of them especially in the afternoon and have more small programs.

5. Some have more committee personnel than we, some less—but all report that there is a "hard core" of about a hundred that do most of the work.

B. Other Schools

1. Purdue: Very large building, as mentioned above. Tremendous "atmosphere"—record and reading-room libraries run on honor system, whole building has "these hallowed halls" aura. Purdue University has "activity hours" from 3 to 5 each afternoon when all student activities must take place, with a few other times allowed as exceptions. Fantastically low prices in food service. Fewer programs than us, but generally larger ones. Used a lot of silk screening for posters. Had a very stratified committee structure, broken down according to class. Freshmen and sophomores couldn't be chairmen, but were called "workers" and had to sign time cards for "activity hours" as a basis for promotion to chairmanship.
2. Indiana: Another fantastic physical plant. A lot of atmosphere here, too, but it was more of the airy, bright, modern sort. They had pieces of antique furniture standing around in the corridors. Small, but modern, art-craft studio with a printing press included. Also rated committee workers on basis of "activity hours". Board members were provided Union Board blazers at  $\frac{1}{2}$  price, complete with crests. Also fewer programs, but larger than many of ours.
3. Illinois: This Union is very much like ours—same age, but a little less modern looking. Marvelous wood panelling in the elevators. Student body about same size as ours. Their general budget does not subsidize program, though—they must pay for all

--3. programs by income from other programs. They have invested reserve to fall back on. Their committee structure is also stratified like Purdue's. Their Board offices are in a very large open area which is rather rough looking—similar to our art-craft studio area, but not quite as large—in this area are also several other student groups and an Assistant Dean of Students. They have a very nice student area in the basement called "The Tavern".

4. Wisconsin: We were pretty tired when we got here, and perhaps that colored our outlook. We were not impressed. The building seemed very poorly organized and integrated, and it looked dirty and a little run down. There were a large number of students using it, even on Sunday afternoon. It had a theater and a nice view of a lake. We got some ideas of what we might do with our "grotto" area, and some additional food facilities to compare with ours. They had a very good committee handbook, looseleaf style, well-organized and well-written.

#### IV. The Conference

A. Agenda: Friday: Introductory Session—a case study led by Professor Stewart McMullen of the University of Illinois Management Department.

- Saturday:
1. Discussion: What is the Role of the Staff in a Student Union?
  2. Discussion: What is the Role of the Union on a large campus with other groups wanting to program?
  3. Discussion: Does apathy exist among our committee members? If so, how can this be coped with?
  4. Discussion: Is the Responsibility of the Union to direct student interest or merely to give the students the programs they want?
  5. Idea Exchange: International Student Programming
  6. Idea Exchange: Program Swap
  7. Case Study: Joe Blue
  8. Case Study: Doghouse Memorial Union

B. Introductory Session:

This was a session using the case study method, led by Professor Stewart Y. McMullen, Professor of Management at Illinois. It was leadership training program stressing what makes a leader—how leadership works. It was excellent.

It set the tone of the whole conference—raising it from the level of "at our school we do this" to a much higher intellectual plane. It made the whole conference more stimulating, interesting, and challenging.

We are now planning another leadership seminar on lines similar to this.

C. Discussions

The discussion sessions were generally very good. The tendency of delegates to say "at our school we ....." was very well controlled and the topics were well enough thought out in advance by the leaders to make them productive. The discussion on "Role of Staff ....." was not too good, because it was not essentially a problem solving session as were the others.

For the next conference, we would suggest clearly stated, defined problems on which the groups can work for solutions. These sessions should be aimed at providing specific suggestions or solutions which the delegates can take back to be implemented in their unions.

D. Idea Exchanges

Should be continued. The idea of one on a specific area and one on general program swap is good, although the program on International Student programming was not particularly valuable for us.

E. Case Studies

Must be prepared and guided with extreme care. Illinois used a graduate teaching assistant in management to lead one and this is probably the only way to see that they are really productive.

F. General:

The conference was very successful. Its success has probably insured the continuation of the Big Ten Conference some some time to come.

The general atmosphere was enthusiastic and constructive, perhaps largely due to Dr. McMullen's excellent opening session. Another contributing factor to the success of the conference was that there were definite rumblings that the Big Ten Union Conference might be discontinued, and all students knew that this conference had to be successful or possibly it would be the last one.

A good indication of the success of the conference was that a school who had not even come for two or three years—Ohio State—is holding the conference next year. Several other schools who had not participated or had done so with little enthusiasm, made significant contributions to the success of the conference.

V. Us

A. Advance Planning

All advance arrangements must be made very carefully in advance and double-checked carefully. They must be detailed. We recommend that the staff consultant accompanying the delegation be made personally responsible for and should personally make all advance arrangements. This should include names of all people dealt with and all people to be contacted in the trip.

B. Staff

The staff person accompanying the delegation, if any, should definitely be a program staff member. The conference concerns mainly program activities and they are usually better informed on this than

a non-program staff person.

C. Program or Discussion led by our School

Prepare carefully, well in advance, and send a summary to the host school. This is to assist them in their planning.

VI. Please see the individual evaluations by Kathy, Barry, and Meta.

Evaluation of the Big Ten Union Student Conference  
March 28 - April 1, 1962  
Urbana, Illinois

The Conference was valuable in two ways. The first, was to the University, and the second, to myself.

First, the Conference is of benefit to the Union itself. The Conference started the whole delegation thinking about new and improved programs. Many of these ideas were not evolved in the Conference itself, but arose in thinking over the Conference. Although, I will not mention them here, several ideas were brought back from the "program swap."

I would like to point out that each student goes as a representative of the Board, and the staff person contributes to the Conference on the staff level. The staff member in no way should conceive of himself as a chaperone or "head" of the delegation. The staff member that does go should be directly connected with the programming and working with students in order to make as great a contribution to the Conference as possible. If a staff member goes, and the need for a staff member going can be questioned, all arrangements should be made by this person.

The second point where the Conference was valuable, was to myself. The Conference was an educational experience in itself. We learned much about preparing, giving, and participating in seminars. It was also enjoyable to see how our Union compares with other Unions.

The best thing I can say about the Conference in summing up is -GREAT.

Barry Lazarus  
4/10/62



Evaluation of the Big Ten Union Student Conference  
March 28 - April 1, 1962.  
Urbana, Illinois

The Big Ten Unions had sent their most outstanding students to represent them. Representatives, especially our Minnesota delegates, were well prepared to take part in discussions, and they were most enthusiastic to do so. Our group participated in discussion groups on matters of policy formulation, programming techniques, programming for special groups, and building management. This conference offered our students the opportunity to share our experiences with other union leaders. It gave a chance to compare operational techniques as well as to make ourselves familiar with programs and problems of other unions in the Big Ten area.

By participating in this conference we gained new ideas for improvement of our union's facilities; practical knowledge of union management; greater understanding of union's function in student life. The conference also provided a stimulus in thinking about the union movement in Big Ten universities, and at our own university.

As a staff member I gained more understanding of what the students think is the role of the staff member in a student union. I had a chance to meet staff of other unions, make friends, exchange views, see their facilities, and become more familiar with union management, etc.

I feel that our trip was most successful in terms of organizational and personal gain. We brought back many ideas for our organization, learned how other big unions are managed and what they offer to students. We made many new friends, and will be able to exchange our ideas in the future.

In summary, this conference was very successful, our trip was very enjoyable, and we combined successfully work and fun.

## Big Ten Student Union Conference

I feel that both the Big Ten Conference, and our tour of other Universities were advantageous to Coffman Memorial Union, and myself.

The conference started out very well with a case study presented by the Head of the Department of Management at the University of Illinois, which started the conference off in the right direction. The discussions I attended were all very worthwhile and broadened my understanding of the purpose of a student union governing body. My greatest gains as far as anything concrete, were in the areas of personnel, programming, and leadership. At the "program swaps" discussion, I gained programming ideas that our Union could put into effect, although most of the students at the discussion were concerned with programming with the faculty, and programming for foreign students.

The tour of the other Unions offered me the opportunity to see their facilities. I paid particular attention to their "Dirt Rooms" and "Hi Fi" Rooms.

All in all, the whole week-end was a success. I met a lot of nice people, some of whom will be sending me literature within the next year concerning their programs and facilities.

The discussion prepared by the Minnesota delegation was very good, and Barry Lazarus did an excellent job in leading and presenting it.

Kathy Wagnild  
4/11/62

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

AGENDA

April 17, 1962

- I. Minutes of the last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Election of Officers 1962-63
    - 3) Orientation of new Board members and areas they are interested in
  - B. House and Finance Committee
    - 1) Banner
    - 2) TV Lounge
    - 3) Pictures
    - 4) Graduate Common Room
    - 5) Bicycles
    - 6) Dirt Room
    - 7) Tours
    - 8) Air conditioning
    - 9) Bulletin Boards
  - C. Personnel Committee
    - 1) Merit Banquet
    - 2) Spring Board Retreat
    - 3) Merit Keys
    - 4) Evaluations
    - 5) Coming Attractions
    - 6) Chairmanship openings
    - 7) Meeting
    - 8) Spring Rosters
  - D. Public Relations Committee
    - 1) Ad Moratorium study
    - 2) Liaison Committee
    - 3) News Board
  - E. Program Committee
    - ~~1) Co-sponsorships~~
    - ~~2) Co-sponsorship Policy~~
    - ~~3) Announcements~~
    - 1) Recreation Week
    - 2) Announcements
- III. Old Business
- IV. New Business
- V. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 17, 1962

Members Present:

Sue Bernstein, Jeff Brodtkin, Jim Cameron, Karen Cravens, Judy Hoy, Barry Lazarus, Larry Leventhal, Ron Moe, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. E. L. Thomas

Members Absent:

Karen Poulson, Dr. David LaBerge, Dr. Donald Zander, Mr. Ed Braman

New UBOG Members Present:

Gloria Davis, Marcia Davis, Roger Hauge, Pat Meacham, Judy Mitera, Marcia Morse, Charles Tremann, Jack Wartnick, Scott Wilson

Others Present:

Ted Kaul - Program Director; Dick Stanford - ex-President UBOG; R. Craig Shulstad - Daily Reporter; Pat Kay

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

The minutes of the last meeting were corrected as follows:

Under the Personnel Committee report, Kathy Wagnild's name should be read instead of Jeff Brodtkin's.

Minutes of the last meeting approved as read.

Executive Committee Report

- 1) President Moe introduced all the members of the Board, the newly appointed or elected members of the Board, and the guests.
- 2) President Moe drew the Board's attention to a sheet giving information on election procedures. The elections will take place on May 2.
- 3) President Moe said that tonight's and next week's combined meeting would give the new Board members an opportunity to see how the Board works, and give them some idea of which area they would be most interested in.

House and Finance Committee Report

- 1) Karen Cravens reported that the House and Finance Committee had approved a request from the Welcome Week Public Relations Chairman to hang a banner outside the Union during Welcome Week in September.
- 2) Karen reported that Dick Getchell was working on the problems involved in converting the TV lounge into an extension of the Fine Arts Gallery.
- 3) Karen reported that the House and Finance Committee had discussed the possibility of turning Room 315 into a Graduate Commons Room. The committee had decided that this action was not warranted and that the room was already

fully used and would be less used if it were converted to a commons room. Ron Moe reminded the Board of the questionnaire recently sent out to graduate students on campus, on which a report would be submitted to the Board next week. This report would shed interesting light on graduate student opinion, and he felt that the Board should hear this report before discussing the whole question of a graduate commons room on campus.

- 4) Karen reported that Mr. Starr had suggested to the House and Finance Committee that a bicycle rack be set up at the west entrance to the Union to accommodate the increasing number of bicycles being used on campus.
- 5) Karen reported that it had been suggested that the elections should be held in the Dirt Room, and that the UBOG would therefore be the first to use the room.
- 6) Karen reported that Mr. Starr had suggested that the Union Board members should take a tour of the Union building at some time in the future, in order to take a critical look at the building itself, and to see what improvements could be made during the coming year. It was decided that this tour should take place during the Spring Board Training Session on May 5th.
- 7) Karen reported that the Campus Club was going ahead with a project to air condition its premises. Since it is hoped to air condition the entire Union, and since to air condition the two areas separately would cost more than a combined effort, the financial problems involved will be fully discussed to see if some agreement can be reached with the Campus Club in this respect.
- 8) There was a request by M.S.A. for use of a bulletin board.

U-71

Motion K-1919 Jim Cameron moved that the Union Board allow MSA the use of one-third of the Bulletin Board No. 4 for the purpose of having a student organization directory.

Motion seconded, and carried.

- 9) Kathy Wagnild asked Karen about the Dirt Room Contest. Karen said that final arrangements for the contest were being tied up.

#### Personnel Committee

- 1) Barry Lazarus reminded the Board that Merit Key nominations were to be submitted to Room 229 as soon as possible.
- 2) Barry reminded the old Board members that each of them would have a specific job to do in connection with the Spring Board Training Session, and that they will be contacted during next week about their particular assignment.
- 3) Barry said that the Personnel Committee will shortly be handing out the Spring Quarter Evaluation sheets. He reminded the Board that this was not in any way connected with the Merit.
- 4) Barry reminded the Board that all chairmanships will be opened May 2nd, and that all Board members, both new and old, were responsible for bringing in new personnel.

- 5) Barry invited any of the new Board members who were interested in taking over the chairmanship of the Personnel Standing Committee to come and talk with him, so that he could explain the functions and aims of the committee.
- 6) Barry said that the Personnel Standing Committee meeting would be held at 3:30 tomorrow, Wednesday. Anyone interested would be welcome to sit in on the meeting.
- 7) Invitations to the Merit Reception on May 15 will be sent out on Thursday of this week, and all area directors should make sure that names of all the new committee members during the Spring Quarter were sent in in time for them to be sent an invitation.

#### Public Relations Committee Report

- 1) Myra Shiff presented and explained the Ad Moratorium report prepared by Marlene Ask. Although no startling conclusions had been reached, the report should be read since it contained much useful information in connection with advertising media.

Mr. Starr commented that a great deal of work had gone into this study, and that it was not always possible to finish up with clear-cut conclusions. This report was most useful in terms of how the Union can improve its own programming and expenditure of funds.

- 2) Myra reported that the Liaison Committee set up to investigate the Food Service and present students' grievances would be holding its first meeting Thursday, this week, at 4:00 p.m. The committee needs one more member, and Myra asked for a volunteer.
- 3) Myra reported that, during the present news strike, UPI teletype bulletins would be posted in the main lobby of Coffman Union, so that the campus population could keep touch with at least some of the current world news. Anyone with ideas or suggestions to make on improving this service to the students should contact Myra.

Karen Cravens commended WMMR and Public Relations for their initiative in setting up this service to the students.

- 4) Myra said that the Public Relations Committee would be meeting tomorrow, Wednesday, at 2:30, and that anyone interested would be welcome to sit in.

#### Program Committee Report

- 1) Jeff Brodtkin asked any Board members interested in the Recreation Retreat to contact him. Recreation Week will be held May 19 - May 26, and events will include a bicycle race and other recreational activities.
- 2) Jim Tremann reported on the results of the Art Craft Sale on April 6: 1,275 people attended; 287 items were sold; \$1,345 was the final sum collected. He felt this was a fine achievement, and issued a challenge to other committee chairmen since he felt that his committee stood a good chance of winning the committee of the quarter award.

- 3) Larry Leventhal reported on the progress of the Campus Carnival arrangements, and asked that any new Board members who were interested in working on the Carnival should contact him. The committee also needed volunteers to help on the night of the Carnival.
- 4) Judy Hoy asked the old Board members to discuss summer programming with the new Board members. Any new Board members interested in this area should contact her or Judy Kaplan.
- 5) Kathy Wagnild said that since last week's report about a possible Recognition Dance on May 4, it has been found that the Main Ballroom is booked on that date. The only dates when the Ballroom is free at the end of this quarter are Friday, May 18, and Saturday, May 12. It was felt that May 18 would be the more suitable date. This Recognition Dance will be a Board project, and every Board member will be assigned work to do in connection with it. Anyone having ideas or suggestions should contact Kathy.
- 6) Jim Cameron reported that the Program Committee meeting will be held at 3:30 tomorrow, Wednesday, and that anyone interested would be welcome to sit in.

#### Old Business

- 1) Mr. Starr gave a brief report on his trip to Purdue University for the 39th Annual Association of College Unions Conference. He felt that this had been the best conference he had attended, and it had been useful in many ways, by discussion of ideas and problems common to most unions. He had been particularly impressed by the immaculate condition of Purdue University, and felt there was room for improvement in this respect at Minnesota. He had also had an opportunity to meet with a representative of the AMF Pinspotters, who had mentioned that it was now possible to purchase the machines outright. At present, the University had about five years of their AMF contract left to run, but this contract could be broken.

Mr. Starr said he had left the conference with the certain feeling that it was best to bring all Union matters to the board of governors, since, after discussion with other union members, it was clear that many of them ran into difficulties when the board was not kept up to date with all developments and problems.

#### New Business

- 1) Karen Cravens said that the House and Finance Committee met on Tuesdays at 12:30 in Mr. Starr's office, and that anyone interested in financing would be welcome to attend.

- 2) By-Laws

Barry Lazarus proposed that an amendment be made to the By-Laws to rename the standing committee chairmen, and make them vice president of their particular committee. In this way, the officers of the Board would be President, and four Vice Presidents. At the present time, an unsuccessful

candidate filing for the office of President becomes Vice-President, and therefore, Chairman of the Program Committee, in which area he might be neither interested nor qualified. The new ruling would solve this problem. Board members should consider this suggestion during the next week, and at next week's Board meeting, a vote will be taken on it.

Barry Lazarus also proposed that the Board Applicant Workshop be written into the procedure of election section of the By-Laws as a permanent training session. This suggestions should also be considered during the coming week, and a vote will be taken on it at the next meeting.

Announcements

President Moe reminded the new Board members that they should contact Area Directors to find out which areas they would be most interested in.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

pk



UNION BOARD OF GOVERNORS

1962-1963

Berstein, Sue 1121 University Ave. SE Fe 1-7935	SLA '63	ELECTED
Davis, Gloria 3027 Grand Ave. So. Mpls. Ta 2-6825	SLA '64	APPOINTED
Davis, Marcia 4501 5th St. NE Mpls. Su 8-5618	Educ. '64	APPOINTED
Hauge, Roger 3116 28th Ave. So. Mpls. 724-2543	Mort. '64	APPOINTED
Hoy, Judy 4353 Cedar Ave. So. Mpls. Pa 2-2188	SLA '64	APPOINTED
Meacham, Pat 1012 5th St. SE Fe 3-5500	Educ. '64	APPOINTED
Mitera, Judy 4308 Upton Ave. So. Mpls. Ja 1-4059	A.F.H.E. '65	APPOINTED
Morse, Marcia 2905 Raleigh Ave. St. Louis Park Wa 2-6320	SLA '64	APPOINTED
Shiff, Myra 2665 Joppa Ave. St. Louis Park Wa 6-5358	SLA '64	ELECTED
Tremann, Charles 1623 University Ave. SE Fe 8-9226	SLA '65	APPOINTED
Wagnild, Kathryn 3661 34th Ave. So. Mpls. Pa 2-2750	SLA-ED. '63	ELECTED
Wartnick, Jack 1025 Thomas Ave. So. Mpls. Fr 7-9168	SLA '64	ELECTED
Wilson, Scott 5022 Nokomis Ave. So. Mpls. Pa 2-0122	SLA '65	APPOINTED

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union  
Spring 1962

Election of Officers

General Outline of Election Procedures:

- 1) All candidates for office must file with the Executive Committee by April 25. Their names will be announced to the Board along with the office in which they are primarily interested.
- 2) All Board members should make an effort to become acquainted with the qualifications of the candidates before May 2.
- 3) Elections will be at the Annual Meeting - May 2, 1962.
- 4) Candidates for President will be required to make a speech of up to five minutes. Candidates for other offices, up to three minutes.
- 5) Up to two persons may speak for each candidate. Speeches and discussion for the office of President shall not exceed twenty minutes. Other offices, not exceeding ten minutes.
- 6) Elections will be by secret ballot.
- 7) The new officers and the new board shall be sworn in at the end of the meeting.

## STATEMENT ON UBOG MORATORIUM

By Marlene Ask

In January, 1962, the Union Board of Governors announced a moratorium of UBOG advertising in the Minnesota Daily. A notice was given to Area Directors, Chairmen, and Union Personnel. The experiment had the following requirements:

1. There would be no Daily advertising from January 8 to January 26.
2. The Ivory Tower weekly calendar would be the only vehicle for announcement of events.
3. Programs would be scheduled as usual, conducted in their normal manner.
4. Accurate program evaluation and attendance sheets were to be recorded by the committee chairman.
5. Committees were urged to employ the use of other publicity means: the P.R. showcase, WMMR, Union P.A. system, table tents, sound cars, What's Doing column, Daily releases, and posters and fliers supplied by the Campus Ad Agency.
6. For special situations, exceptions to the above rules could be made with the approval of the Board.
7. Event reports and participant information reports were to be completed and handed in to the Program Office within seven days following the event.

The moratorium was proposed as an attempt to determine if the increased advertising expenditures, were resulting in increased program attendance. There were strong indications that this was not the case. Could it be shown that there existed a direct correlation between advertising and attendance? This was the underlying premise. The underlying purpose was to enable better and more efficient publicity and advertising in the future.

The following is a calendar of events occurring from January 8 to January 26.

Date from the event reports was compiled and compared to that of January, 1961 for the same comparable three-week period.

After several weeks of study by this author with professional assistance, only one conclusion was made: the experiment had been a failure.

There are numerous and varied reasons for the failure. The following paragraphs explain the most obvious and pertinent ones.

\* \* \* \* \*

Any experiment involving a complex organization and a large number of people cannot hope to be successful if conducted without long and careful planning. From all indications, the moratorium was insufficiently prepared. The idea was sound, but it was not expanded and developed in advance.

Secondly, there was a mass of people involved, fragmented into unrelated groups, namely the hundreds who attended functions of each different area, and the chairmen of that area. Because masses are difficult to control, each member in attendance and each chairman must understand what is being done and why his role is so vital to the study. His cooperation is crucial and he must be made aware of its importance. Here there was a marked lack of cooperation. Event reports were incomplete and very few of the participant information sheets were completed and submitted.

CALENDAR OF UBOG EVENTS FROM JANUARY 8 TO JANUARY 26 1962

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10 Art Craft Fair, Dance Instruction, Single Swing	11 A F S Bridge Tournament	12 Co-Rec Square Dance	13
14	15 Chess League Match	16 Personnel Coke Hour	17 Dance Instruction, Single Swing	18	19 Co-Rec Square Dance Variety Dance	20
21	22 Bowling Exhibition Gallery Tea	23 Personnel Coke Hour	24 Graduate Coffee Hour, Single Swing, Dance Instruction	25	26 Co-Rec Square Dance	27
28	29	30	31			

Even if the reports had been complete, they would have been useless for comparative purposes since Union history files did not supply sufficient information to provide a parallel situation. There were incomplete financial reports and missing event reports. Obviously, to compare Year A with Year B, it is imperative to have sufficient data concerning BOTH,

This situation, like all situations, was characterized by several variables, some controllable, some not. In a given experiment, there must be constants, controlled and measureable, as well as variables which must ALSO be controlled and measureable. A situation like the one at hand could have hundreds of variables; however, only one was controlled: Daily advertising; <sup>however,</sup> according to the event reports, two areas used Daily advertising: Single Swing and Dance Instruction.

Some of the variables involved were University attendance, weather, the day of the week, special features of the program, other events on campus demanding student attention, amount and type of publicity exclusive of Daily advertising, proximity of similar events, exam schedule and academic conflict, location of the event, etc...

A glance at the following chart will reveal more inconsistencies contributing to the failure. Outing events, for example, cannot be considered because 1961 had no corresponding event. This was also true for the American-Foreign Student Area. The Talent Associates had 900 in attendance in 1962, but only 47 in 1961. And it is certain that there wasn't eighteen times the advertising in 1962!! Variety Dance attendance went from 137 in 1961 to 450 in 1962 and without advertising!

There were also areas in full swing last year now defunct. These made a total attendance evaluation impossible.

The last possible reason for failure may be the Union's insufficient amount of time, expenditures, and personnel to conduct a valid study.

\* \* \* \* \*

SUMMARY OF EVENT REPORTS 1961-1962

AREA	Number of '61 Events	Attendance at each	Total attendance	Number of '62 Events	Attendance at each	Total attendance	AVERAGE attendance '61	Average attendance '62	% change 61-62	PUBLICITY
CO-REC NITE	2	151 174	325	3	135 160 161	456	162.5	152	-6.3%	What's Doing P.A., and editorials
OUTING EVENT	0	0	0	1	3	3	0	3	Invalid	Tower, Whats Doing, phone calls, fliers
SINGLE SWING	3	400 415 385	1200	2	340 505	845	400	422.5	+5.6%	WMMR, fliers, Daily, posters P.A.
DANCE INSTRUCTION	3	139 132 108	379	3	110 180 200	490	126.3	163.3	+29.2%	Daily, table tents, poster P.A., Star
VARIETY DANCE	1	137	137	1	450	450	137	450	+227%	TV spot, P.A. fliers, poster car, WMMR
BOWLING	1	36	36	1	200	200	36	200	+455%	Posters, P: A., WMMR, program announc.
SQUARE DANCE	3	96 106 125	327	3	74 66 75	245	109	81.6	+25.1%	WMMR, P.A., posters
A F S	0	0	0	1	20	20	0	20	Invalid	Posters, P. A., announc at convo.
NOON VARIETY SHOW	2	12 35	47	1	900	900	26.5	900	+3296%	Fliers, posters
COKE HOUR	2	15 13	28	2	15 70	85	14	42.5	+203%	UBOG meeting posters

Every organization, business, and individual wants to know if it is operating at maximum efficiency with a minimum of wasted time, money and effort. The Union is no exception.

So, what COULD be done to obtain sufficient material for a valid and useful study?

One simple but costly means would be to employ the services of a commercial research enterprise.

However, there are other ways to obtain material for an applicable study, or for a study more conclusive than the 1962 moratorium.

The following recommendations are as much the personal opinion of this author as they are the product of fact and figure.

By necessity, the first recommendation applies to planning. An undertaking such as this would require months of study to pattern every detail and procedure. A working blueprint must be drawn up to schedule each action and corresponding reaction.

Closely related to this would be the determination of the constants and variables. What should be controlled and what should be allowed to operate in its usual manner. Naturally, all elements cannot be controlled,----- other campus activities, the weather, and University attendance, but they can be noted and taken into consideration. Some variables are very easily stabilized: location of the event, day of the week, speaker or feature of the program, expenditures, allotted to publicity and advertising, etc.

At this point it is valuable to suggest the ideal situation for a moratorium.

Take the second Friday night in January, 1961, and schedule a square dance as usual. Mr. A is the caller with Band Z playing. It is held in Room W at 8:00 p.m. \$ Y was spent on publicity. One-third was spent on two Daily ads run on Tuesday and Friday, each 3 columns by 4 inches. One-third went for posters and fliers done by the Campus Ad Agency. Three posters of equal size were placed in the Union lobby, Folwell first floor, and Nicholson Bulletin board. Fliers were distributed to each resident hall. The remaining one-third was divided between sound cars and table tents. The car was used on Wednesday at 12:30 down 17th Avenue S E and 15th Avenue S E. Tents were placed in the Grill.



The weather was cold, but clear. There was no basketball game that weekend and skiing was poor. It was too early in the quarter to have any exam conflict. There were no major Greek function.

So, in January, 1961, everything was fine --- everything was noted and considered.

In 1962, to have a valid comparison, several things could be done depending on what specific information was desired.

If the popularity of the Caller Mr. A was being tested, then everything must remain the same except the name of Caller Mr. B would appear in the publicity. But that would be the only change .... the band, the day, the room, the number and size of ads, the number of posters and their location, etc., would all be the same.

The same procedure applies to testing the effectiveness of advertising. Leave all things constant but the size of the advertising budget, eliminate the two Daily ads, and cut the budget by one-third. Then if attendance drops off one-third, it is clear that advertising and attendance are correlated. **HOWEVER**, if the budget was cut, Mr. B replaced Mr. A, and a game was scheduled for that night and attendance drops by 40%, what has been proved? Did 40% of the crowd go to the game, stay home because their favorite caller wasn't appearing, or didn't know about the dance because the ads didn't appear in the Daily? Is it fair to blame any one element without considering the influence of the other variables? **DEFINITELY, NO!**

And that is just what the 1962 moratorium tried to do.

The closest thing to this ideal situation may be seen by referring to the chart again. Dance Instruction had three activities on three Wednesdays of 1962 and three on comparable Wednesdays in 1961. However, not all other variables were known, but at least there was some basis for comparison.

In dealing with these many variables and also with an institution the size of the University or even the size of the Union, a long-range plan would be the most conclusive and

inexpensive. Instead of attempting a new procedure every year and re-orienting and training, it would be better to set up the moratorium as an annual event. Files and records could be kept and augmented every year. After a few years, the best pattern would be determined and a continuing study could be established.

If the Board et al, is interested and concerned enough about UBOG advertising, it must realize an experiment requires much time, money and trained personnel familiar with the University as well as with procedures of research to operate smoothly.

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UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

AGENDA

April 25, 1962

- I. Minutes of Last Meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Filings
    - 3) New Faculty member
    - 4) Next week
  - B. Program Committee
    - 1) Co-sponsorships
    - 2) Campus Carnival
    - 3) Cosponsorship policy
    - 4) Recommendations
    - 5) Graduate Student Interest Survey
  - C. House and Finance Committee
    - 1) Budget
    - 2) Tremann Report
  - D. Personnel Committee
    - 1) Merit
    - 2) Spring Training Retreat
    - 3) Merit Nominations
    - 4) Chairmanships open
  - E. Public-Relations Committee
    - 1) By-Law Amendment
- III. Old Business
- IV. New Business
- V. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of April 25, 1962

Members Present:

Jeff Brodtkin, Karen Cravens, Judy Hoy, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Myra Shiff, Kathy Wagnild, Mr. Ed Braman, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. E. L. Thomas, Dr. Don Zander.

Members Absent:

Sue Bernstein, Jim Cameron, Jane Rohrer, Jim Tremann, Dr. LaBerge.

New UBOG Members Present:

Gloria Davis, Marcia Davis, Roger Hauge, Pat Meacham, Judy Mitera, Marcia Morse, Chuck Tremann, Jack Wartrick, Scott Wilson.

Others Present:

Ted Kaul - Program Director; Fred McCormick - Ad Fellow; Dan Paskewitz - UBC; Carol Gmitro - Daily Reporter; Darcy Martin.

The meeting was called to order at 6:40 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

Recreation Week will be held May 14 - 19 rather than May 19 - 26.

Minutes of the last meeting approved as corrected.

Executive Committee Report

- 1) President Moe introduced all the members of the Board, the newly appointed or elected members of the Board, and the guests.
- 2) President Moe announced the names of those who had filed for Board offices. They are: President - Kathy Wagnild, Myra Shiff; Vice President - Judy Hoy; Secretary-Treasurer - Sue Bernstein; Personnel Standing Committee - Scott Wilson, Pat Meacham.

President Moe said that he was disappointed to see how few of the new Board members had filed for offices. He said that he would leave the filings open through tomorrow, April 26, so that perhaps a few more people would file for these positions.

- 3) President Moe asked the Board members to offer suggestions for a replacement for Dr. E. L. Thomas who has completed a full term of three consecutive years. Those names suggested are as follows: Professor W. D. Beatty - History; Professor F. Buckley - English; Professor M. V. Charnley - Journalism; Professor J. L. Gibbs - Anthropology; Professor R. L. Hill - Sociology; Professor J. J. Jenkins - Psychology; Mr. Wm B. Merrill - Zoology; Professor D. W. Noble - History; Professor M. Q. Sibley - Political Science.

Mr. Starr said that Mr. Wenberg, Vice President, had asked that the Board aid him by suggesting names of people whom they thought would be interested in serving on the Board. Mr. Starr went on to say that he would be submitting the names to Mr. Wenberg on Monday, April 30.

- 4) Ron announced that next week would be Board elections. He also said that this would be the new Board members' first opportunity to vote.

Program Committee Report

- 1) Fred McCormick presented a Graduate Student Program Interest Survey that he and Ted Kaul had compiled. Mr. McCormick brought the highlights of the report to the Board's attention and urged them to study it on their own.

Mr. Starr pointed out that the study would be very useful as a guide for future programming in the graduate student area.

Several sections of the report such as the open end questions are still in the process of being tabulated.

Jeff Brodtkin said that he thought that a "test" program should be set up to see if the graduate students who positively answered the questionnaire would actually come to the Union.

Ron Moe said that the report should prove very valuable to the Board in developing a successful graduate program.

- 2) Judy Hoy reported that no meeting of the Program Committee had been held due to the lack of attendance. Judy asked that the Board approve the following co-sponsorships.

U-63  
Motion K-1920 Judy moved that a co-sponsorship be approved between the Israeli-American Club and the American Foreign Student Committee for a song and dances program on May 9th in the Main Ballroom from 11:30 to 1:30.

Motion seconded and carried.

U-64  
Motion K-1921 Judy moved that a co-sponsorship be approved between the Israeli-American Club and the American Foreign Students Committee for a movie, "Dream in the Desert," on May 7th in the Main Ballroom from 11:30 to 1:30 p.m.

Motion seconded and carried.

U-65  
Motion K-1922 Judy moved that a co-sponsorship be approved between the Israeli-American Club and the American Foreign Students Committee for a speaker followed by songs and dances on May 6th in the Main Ballroom from 8 - 11 p.m.

Motion seconded and carried.

U-66  
Motion K-1923 Judy moved that a co-sponsorship be approved between the Law School and the Union Board for movies to be shown on Law Day, May 1st, in the Main Ballroom from 11:30 a.m. to 1:30 p.m.

Motion seconded and carried.

U-69  
Motion K-1924 Judy moved that a co-sponsorship be approved among the UWA organization, the Students For Anderson group, and the Union Board for a speech given by Governor Anderson on April 25th in the Main Ballroom from 11:30 to 1:30.

At this point Ed Berman asked if it was not silly to approve a co-sponsorship after an event has already taken place such as the Anderson speech.

Jeff Brodtkin said that he thought that all co-sponsorships should be in in plenty of time for approval.

There was also discussion as to whether the Union should co-sponsor with political groups, but it was mentioned that the Union Board Co-Sponsorship Policy, as it relates to political groups, states that UBOG will be willing to co-sponsor with any recognized political group with the provision that before another co-sponsorship with this same group is approved, all other recognized political groups would have an opportunity to co-sponsor a program with UBOG.

Motion K-1924 seconded and carried.

U-68  
3) Motion K-1925 Judy moved that the Board approve the transfer of \$70 from the \$320 allotted Campus Carnival to the Personnel Bureau budget to cover the expenses incurred through advertising posters and the like for the UBOG presentation at the Carnival

Motion seconded and carried.

4) Judy Hoy reported that no definite recommendations were established as yet with regard to the co-sponsorship policy but she felt that something concrete should be available soon.

Jeff Brodtkin said that he thought that perhaps the co-sponsorships had gotten out of hand and that Union Board was just giving economic aid to the various groups receiving co-sponsorships.

It was felt that a very definite deadline should be established for the co-sponsorships to be in for approval. Those involving financial arrangements should be turned in to the Program Committee three weeks prior to the event. It was also stated that stern enforcement of this rule should be made.

5) Judy reported that the Program Committee had drawn up the following recommendations for future programming:

- a) Publishing a quarterly schedule of special events and programs in advance so that Union patrons would know what to expect during the quarter.
- b) Establishing a Creative Society separate from Talent Associates to present plays, interpretative readings, and the like.
- c) Establishing a Photo Committee separate from the Art Craft Studio to give students more opportunity to learn about photography.
- d) Ted Kaul presented an idea for the establishment of a 'Citizens' Series of outstanding political speakers speaking on non-political subjects.

House and Finance Committee

- 1) Karen Cravens presented the 1962-63 Budget.

Ron mentioned that the size of the budget gives the new Board members some idea of the task involved in running the Department of Student Unions.

Mr. Starr commented on the fine work done by Mrs. Kay, his secretary, and Mrs. Jacobson, the department accountant, in helping him prepare the budget.

<sup>U-69</sup>  
Motion K-1925 Karen moved that the Board approve the 1962-63 Budget.

Motion seconded and carried.

- 2) Karen presented a proposal by Jim Tremann which deals with the enlargement of the Fine Arts Gallery. Jim's ideas for remedying the situation are as follows:
- Remove the television set from the TV Lounge and take over this area as part of the Fine Arts Gallery.
  - Remove the leather folding doors and replace one of them with a glass door.
  - Use portable display cases for sculpture and handicraft displays, etc.
  - Add four artificial plants for decor purposes.

Considerable discussion followed as to the merit of this plan. The need for additional storage space was considered. It was also brought out that perhaps the Terrace Reading Room be considered as a possibility for extension of the Gallery.

Mr. Starr said that perhaps further study should be given this matter by the House and Finance Committee.

<sup>U-70</sup>  
Motion K-1926 Karen Cravens moved that the Board approve the ideas presented in Tremann's proposal.

Motion seconded.

Substitute Motion K-1927 Barry Lazarus moved that the main motion be referred back to committee for a more complete study of the problem.

Substitute Motion K-1927 seconded and carried.

- 3) The Dirt Room Naming Contest was brought up, but Karen said that Sue Bernstein, who was absent, had the full report on this. The report will be presented at the next meeting.

At this point, Larry Leventhal returned from Campus Carnival practice to report on the UBOG's entry in Campus Carnival. Marcia Morse caused a small disturbance by entering in full costume. Larry said that the acts were moving along nicely but additional help was needed for painting posters, acting as ticket takers and barkers, and helping out in general. He urged anyone who could to volunteer their services.

### Personnel Committee Report

- 1) Barry expressed his thanks to the girls in Mr. Starr's office for typing the Merit Reception Invitation list.
- 2) Barry reported that Merit Key Nominations were very slow in coming in and expressed his hope that Area Directors would get their nominations in as soon as possible.
- 3) Barry said that he hoped that no one had been missed in the issuance of Merit Reception invitations, but that if anyone had, please see him about it.

Barry urged Board members to return their reply cards as soon as possible as they had to be in by May 2nd.

- 4) Barry announced that the Spring Training Retreat would be held at Camp Iduhapi. Attendance at the function is required, he also added.

Barry said that the date of the Retreat was set for Saturday, May 5th from 9:00 a.m. until approximately 5:45 p.m. Barry described a few of the details of the program and urged all who could to attend.

- 5) Barry announced that all Chairmanships would be open as of May 2nd and would remain open until May 14th. Barry urged Board members to encourage good prospects for chairmanships to apply. The old chairmen would remain as such until May 21.

### Public Relations Committee Report

- 1) Myra Shiff reported that the proposed By-Law Amendment of enlarging the Public Relations Committee would be ready for consideration next week.
- 2) Myra stated that the Liaison Committee has held meetings and would be making a report in the near future.
- 3) Myra reported that the Ad Agency would be receiving professional help from Mr. Wilson. Also there was the possibility of a graduate student working with this committee. More information will be available at a later date in this matter.

Mr. Starr commented on the fine work done by WSMR on a tape of an interview of Russian educators made for the Governor's Conference on Children and Youth.

### Old Business

- 1) Barry moved that an item o under number 3 Section G Article 4 be added to read: "Provide the Board Applicant Workshop every Spring quarter."

Due to the lack of a 2/3 majority required to vote on amendments to the By-Laws, the amendment could not be considered until a later date.

Barry took a straw vote.



- 2) Discussion followed on the changing of the titles of the Standing Committees; this would also require a 2/3 majority vote and would have to be carried over to a later date.

New Business

- 1) Ron reminded new Board members once again to file for offices in which they were interested.
- 2) Kathy Wagnild said that the Recognition Dance would have to be postponed until next fall as there was no available date this Spring Quarter.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

dm

UNIVERSITY OF MINNESOTA  
 Department of Student Unions  
 Estimate of Income & Expenditure  
 Budget of 1962-1963

	Coffman Memorial Union	
I. <u>ESTIMATED INCOME</u>	<u>1961-1962</u>	<u>1962-1963</u>
Student Fees	\$342,512	\$371,253
Service Income	11,000	11,000
Program	24,300	24,300
Billiard		
Billiards	16,500	16,500
Merchandise	59,000	72,000
Bowling Lanes		
Bowling Fees	70,180	68,000
Merchandise	10,000	10,000
Artcraft Studio	4,000	4,000
Village Union		
Program	3,225	3,000
Merchandise	<u>10,850</u>	<u>10,850</u>
Total estimated income	<u>551,567</u>	<u>593,903</u>
II. <u>ESTIMATED OPERATING EXPENSES</u>		
Administration		
Salaries	66,272	73,471
Supplies & Expense	22,000	22,000
Program		
Salaries	45,648	46,452
Supplies & Expense	53,166	53,166
Maintenance		
Salaries	86,774	91,079
Supplies & Expense	60,000	65,000
Artcraft Studio		
Salaries	12,012	12,312
Supplies & Expense	4,160	4,500
Billiards		
Salaries	15,649	15,946
Supplies	4,235	4,500
Merchandise	48,600	59,600
Bowling Lanes		
Salaries	26,099	26,619
Supplies	31,590	31,590
Merchandise	5,225	5,225
Village Union		
Salaries	10,308	10,368
Supplies	<u>16,100</u>	<u>16,100</u>
Total operating expenses	<u>507,839</u>	<u>537,663</u>
I. Total Estimated Income	\$551,567	\$593,903
II. Total Operating Expenses	<u>507,839</u>	<u>537,663</u>
Net Operating Income	-43,728	-56,240
III. Debt Service on St. Paul Student Center	-32,306	-32,306
IV. Renovation for Coffman Memorial Union*	<u>-11,122</u>	<u>-23,934</u>
	0	0

\*According to previous estimates \$61,289 should be placed in renovation annually.

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

GRADUATE STUDENT PROGRAM INTEREST SURVEY

Prepared For  
The Union Board of Governors

by

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Spring Quarter, 1962

## THE PURPOSES OF THE SURVEY

During the Spring Quarter, 1962, University of Minnesota enrollment figures tell us that one out of every six students on the Minneapolis campus is a graduate student. The Graduate School enrollment has been that of one of the most rapidly increasing divisions within the University, and it is predicted that this trend will continue into the future.

We all recognize that graduate students, as well as undergraduates, have definite social, recreational, and cultural needs which might be fulfilled through programs and services of Coffman Memorial Union. We further recognize that graduate students contribute to the support of the Union through their Incident<sup>al</sup> Fee.

Recognizing these facts, the Department of Student Unions, with the interest and support of the Graduate School, has been working toward the development of programs and services for graduate students. We hope that this survey will result in a balanced, attractive, and effective program for these students.

## METHODS OF THE SURVEY

A 10% sample of graduate students on the Minneapolis campus was randomly selected from records made available through the assistance of the Dean of the Graduate School. In comparing the composition of this sample with that of the current Student Housing Bureau study, we found a marked similarity of composition between our sample and that of the Housing Bureau's total enumeration of graduate students.

A letter and questionnaire were sent to the homes of the sample group on Monday, March 26 (the first day of Spring Quarter). The first follow-up reminder was sent on Friday, April 6; and this was followed, where necessary, by a second letter and another copy of the questionnaire on Friday, April 13.

Our persistence was rewarded by a truly remarkable return of 257, or 86%, of the total sample of 320.

The returns were tabulated and studied in terms of four primary variables: sex, marital status, place of residence, and the academic degree (Masters or Doctorate) toward which the individual is currently working.

The results of our tabulations, conclusions, and recommendations follow.

QUESTION 1... "Do you think that graduate students want more programs, in which participation is limited to graduate students, at Coffman Memorial Union?"

Our sample was fairly evenly split in its response to this question, with 40% answering "yes", and 47% answering "no". Projected to the entire graduate student population on the Minneapolis campus, this would mean that about 1300 graduates feel some need for increased programs in the Union. Looking at this first question in terms of our four categories, we find:

		%Yes	%No
Sex	Male	37	52
	Female	50	34
Marital Status	Married	31	53
	Single	49	42
Residence	Commuter	38	54
	Resident	45	43
Degree Seeking	PhD	34	51
	Masters	43	46

A glance at these figures would lead one to conclude that the MOST likely group of graduate students to attend Union graduate programs would be the single women who live near campus and are working toward the masters degree. Conversely, the LEAST likely to attend would be the married male who commutes to school and is working toward his PhD. Seems reasonable, doesn't it?

QUESTION 2... "In which of the following types of programs do you think graduate students would be interested?"

OPEN DISCUSSIONS, PANELS, DEBATES

The graduate students were evenly split in their response to this item, with 40% answering "yes", and 39% answering "no". Again, projecting this finding to the entire graduate student body, we could say that about 1300 of these students comprise our potential audience for programs of this type. When we look at the responses in terms of the four categories we see:

		%Yes	%No
Sex	Male	41	41
	Female	36	27
Marital Status	Married	37	42
	Single	44	35
Residence	Commuter	39	42
	Resident	43	36
Degree Seeking	PhD	40	41
	Masters	40	37

In looking at these figures, we see that bachelors and those who live within walking distance of the campus react more positively toward suggested programs of this type. Another interesting occurrence is the large number of females who did not respond to this item (perhaps they want to see what will be discussed).

QUESTION 2...

COFFEE HOURS TO MEET OTHER STUDENTS AND FACULTY IN MAJOR DEPARTMENT.

The idea of departmental coffee hours for graduate students is one of the most positive results of this survey. Of those sampled 53% answered "yes" and 31% answered "no". Projecting this result to the entire graduate student body, we could conclude that approximately 1900 of these students feel a need for departmental coffee hours. Again, looking at the results in terms of our four categories, we find:

		%Yes	%No
Sex	Male	53	32
	Female	50	23
Marital Status	Married	43	38
	Single	57	23
Residence	Commuter	51	34
	Resident	55	27
Degree Seeking	PhD	47	37
	Masters	56	26

Even a casual glance at these figures tells us that the single graduate students, and the graduate student working toward the masters degree feel the greatest need for departmental coffee hours. This might give us a clue as to the needs these coffee hours could meet; namely, social needs, and an opportunity to identify with the major department.

QUESTION 2...

A GRADUATE STUDENT INFORMATION CENTER

Those sampled reacted quite positively toward this suggestion, with 43% answering "yes", and 34% answering "no". When this is viewed in terms of the entire graduate student body we find that about 1500 students feel a need for this service. In terms of the four categories:

		%Yes	%No
Sex	Male	45	34
	Female	32	30
Marital Status	Married	44	34
	Single	41	34
Residence	Commuter	42	34
	Resident	45	34
Degree Seeking	PhD	44	37
	Masters	42	32

It seems that men have more questions than women. Some of the suggested services of the Center are, a ticket service, bus schedules, campus maps, entertainment guide, city maps, listings of programs of interest to graduate students, etc.



QUESTION 2...

PARTIES, DANCES, AND DANCE INSTRUCTION

This suggestion was not greeted with an overwhelming response. Of those sampled, 27% answered "yes", and 44% answered "no". In terms of the entire graduate student body, this would mean that about 900 students would be amenable to dance activities. When we look to our four categories, we find:

		%Yes	%No
Sex	Male	26	49
	Female	30	25
Marital Status	Married	18	52
	Single	36	37
Residence	Commuter	20	51
	Resident	35	39
Degree Seeking	PhD	27	51
	Masters	26	41

It would seem, then, that if we were to plan a dance for graduate students, it would possible be most attractive to the single student and the resident. Despite the low overall percentages, the possibility of meeting a real need for some portions of the graduate population is suggested in these figures.

QUESTION 2...

SOCIAL ACTIVITIES FOR MARRIED COUPLES

The responses to this item indicate an even split among graduate students toward this suggestion, with 36% answering "yes", and 37% answering "no". This would mean that about 1300 students feel a need for activities for married couples. This figure becomes even greater when we consider the mates of these students who would also be served by these programs. Our categories respond as follows:

		%Yes	%No
Sex	Male	38	40
	Female	30	23
Marital Status	Married	43	36
	Single	29	37
Residence	Commuter	39	37
	Resident	34	37
Degree Seeking	PhD	31	43
	Masters	40	32

The obvious conclusion is that married students feel more strongly about this suggestion than do single students. There does not seem to be much difference in response between commuters and residents...they would come in equal numbers. Isn't it strange how few women responded to this question?

QUESTION 2.....

A GRADUATE COMMONS ROOM

Our sample showed the strongest positive response to this item of any of the items on the questionnaire. Of those who responded, 55% said yes, and 28% said no. Generalized to the entire graduate student population, this would indicate a potential service to 2000 grads. This proportion of 2:1 was the highest proportion we found, to any of the items. Some interesting relationships can be seen when we look at our four categories:

		Yes	No
Sex	Male	53	31
	Female	64	14
Marital Status	Married	45	38
	Single	66	17
Residence	Commuter	52	32
	Resident	60	25
Degree Seeking	PhD	53	35
	Masters	55	24

Some conclusions one might draw from these figures are: While all groups feel quite strongly about this issue, the women, the single student, and the resident, are overwhelming in their expression of a need for this service. The functions the commons room would fill can be inferred from these facts.

QUESTION 2.....

RECREATIONAL (BOWLING, BRIDGE, ETC.)

A somewhat even division of the sample was found in relation to the item dealing with indoor recreational activities. Of those responding, 35% reacted positively, and 40% indicated that they would not be interested. This percentage becomes a possible 1200 students. Here again, some interesting developments occur when we look at the responses in terms of our four categories.

		%Yes	%No
Sex	Male	38	39
	Female	23	41
Marital Status	Married	28	43
	Single	44	35
Residence	Commuter	35	41
	Resident	36	39
Degree Seeking	Phd	32	46
	Masters	37	35

Among the first reactions we see is the differences in how males and females react to this item. It will be interesting to bear this relationship in mind when we look at the next item, on outdoor recreational activities. The single graduate student seems more likely to participate in this type of activity than the married student.

QUESTION 2...

OUTING ACTIVITIES; HIKING, SKIING, BIKING, CANOEING, ETC.

The reaction to this item was almost exactly similar to the reaction to the previous question in terms of the total sample...with 34% answering "yes", and 40% answering "no". Again, in relating this percentage to the total graduate student body, we see that these activities might appeal to about 1200 students. Interesting differences in the makeup of the students who respond "yes" will be seen when we look at our four categories:

		%Yes	%No
Sex	Males	36	41
	Female	27	27
Marital Status	married	30	42
	Single	40	35
Residence	Commuter	30	43
	Resident	40	35
Degree Seeking	PhD	31	48
	Masters	37	32

Putting it into the reverse, it is interesting to note that 14% fewer women react negatively to this suggestion than to the bowling, bridge, etc., type of activity. One can also see that single students might be more interested in these activities than married students, and that students working towards their PhD seem to have less time for recreational activities than those working for master's degrees.

QUESTION 3: What are the best times during the week for graduate student activities?

There was a surprising degree of unanimity among those sampled as to the best times for graduate programs. The results are listed below:

Saturday evening	42%	
Weekday evenings	35%	
Sunday afternoon	34%	
Weekday afternoons	17%	
Saturday evenings	17%	<i>afternoon</i>
Sunday evening	16%	

The implications of these stated preferences in terms of programing for graduate students are so obvious as to warrant comment superfluous.

QUESTION 5

In this question, we asked how many times the individual came to Coffman Union during the week. The results are listed below:

Never	47%
1 - 2 times	30%
3 - 4 times	12%
5 or more	8%

When we compared these overall findings with the four categories, the only significant deviation from the group was in the case of the female graduate students, of whom 61% indicate that they never come into the building. This can be accounted for by the large number of married women graduate students who never use the Union.

TABLE 1

Response of 188 MALES  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE	
	No.	%	No.	%	No.	%	No.	%
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union?	70	37	96	52	10	5	12	6
2) In which of the following types of programs do you think Graduate Students would be most interested?								
Open discussions, panels, etc.	77	41	78	41	5	3	28	15
Departmental coffee hours	100	53	61	32	5	3	22	12
Graduate Information Center	85	45	65	34	6	3	32	17
Parties, dances, etc.	49	26	93	49	5	3	41	22
Social activities f/married	71	38	75	40	5	3	37	20
Graduate Commons Room/lounge	100	53	59	31	5	3	24	13
Bowling, bridge parties, etc.	72	38	74	39	5	3	37	20
Hiking, skiing, canoeing, etc.	68	36	78	41	5	3	37	20
3) What are the <u>best times</u> , during the week for Graduate Student activities:								
Weekday afternoons	31	16						
Saturday afternoons	32	17						
Sunday afternoons	68	36						
Weekday evenings	63	34						
Saturday evenings	85	45						
Sunday evenings	29	15						
No response	35	19						
5) How many times, during an average week, do you come to CMU?								
0-times	83	44						
1-2 times	56	30						
3-4 times	26	14						
5 or more times	18	10						
No response	5	3						
7) No of years in Graduate School:								
One year	73	39						
Two years	50	27						
Three or more	53	28						
No response	13	7						



TABLE 2

Response of 44 FEMALES  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE	
	No.	%	No.	%	No.	%	No.	%
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union?	22	50	15	34	6	14	1	
2) In which of the following types of programs do you think Graduate Students would be most interested?								
Open discussions, panels, etc.	16	36	12	27	3	6	13	29
Departmental coffee hours	22	50	10	23	3	6	9	20
Graduate Information Center	14	32	13	30	2	5	15	34
Parties, dances, etc.	13	30	11	25	4	9	16	36
Social activities f/married	13	30	10	23	4	9	17	39
Graduate Commons Room/lounge	28	64	6	14	2	5	8	18
Bowling, bridge parties, etc.	10	23	18	41	4	9	12	27
Hiking, skiing, canoeing, etc.	12	27	12	27	3	6	17	39
3) What are the <u>best times</u> , during the week for Graduate Student activities:								
Weekday afternoons	9	20						
Saturday afternoons	7	16						
Sunday afternoons	10	23						
Weekday evenings	19	43						
Saturday evenings	13	30						
Sunday evenings	9	20						
No response	8	18						
5) How many times, during an average week, do you come to CMU?								
0-times	27	61						
1-2 times	14	32						
3-4 times	2	5						
5 or more times	1	2						
No response	-	-						
7) No of years in Graduate School:								
One year	15	34						
Two years	18	41						
Three or more	4	9						
No response	2	5						

TABLE 3

Response of 122 MARRIED STUDENTS  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE	
	No.	%	No.	%	No.	%	No.	%
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union?	38	31	65	53	9	7	10	8
2) In which of the following types of programs do you think Graduate Students would be most interested?								
Open discussions, panels, etc.	45	37	51	42	6	5	20	16
Departmental coffee hours	53	43	46	38	6	5	17	14
Graduate Information Center	54	44	41	34	5	4	22	18
Parties, dances, etc.	22	18	63	52	6	5	31	25
Social activities f/married	52	43	44	36	6	5	18	15
Graduate Commons Room/lounge	55	45	46	38	5	4	16	13
Bowling, bridge parties, etc.	34	28	53	43	6	5	29	24
Hiking, skiing, canoeing, etc.	36	30	51	42	6	5	29	24
3) What are the <u>best times</u> , during the week for Graduate Student activities:								
Weekday afternoons	10	8						
Saturday afternoons	16	13						
Sunday afternoons	41	34						
Weekday evenings	40	33						
Saturday evenings	50	41						
Sunday evenings	19	16						
No response	28	23						
5) How many times, during an average week, do you come to CMU?								
0-times	66	54						
1-2times	34	28						
3-4 times	10	8						
5 or more times	8	7						
No response	4	3						
7) No. of years in Graduate School:								
One year	37	30						
Two years	34	28						
Three or more	40	33						
No response	11	9						

TABLE 4

Response of 110 SINGLE STUDENTS  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE	
	No.	%	No.	%	No.	%	No.	%
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union?	54		46		7		3	
2) In which of the following types of programs do you think Graduate Students would be most interested?								
Open discussions, panels, etc.	48		39		2		21	
Departmental coffee hours	69		25		2		14	
Graduate Information Center	45		37		3		25	
Parties, dances, etc.	40		41		3		26	
Social activities f/married	32		41		3		34	
Graduate Commons Room/lounge	73		19		2		16	
Bowling, bridge parties, etc.	43		39		3		20	
Hiking, skiing, canoeing, etc.	44		39		2		25	
3) What are the <u>best times</u> , during the week for Graduate Student activities:								
Weekday afternoons	30							
Saturday afternoons	23							
Sunday afternoons	37							
Weekday evenings	42							
Saturday evenings	48							
Sunday evenings	19							
No response	15							
4) How many times, during an average week, do you come to CMU?								
0-times	44							
1-2 times	36							
3-4 times	18							
5 or more times	11							
No response	1							
5) No. of years in Graduate School:								
One year	51							
Two years	34							
Three or more	21							
No response	4							

TABLE 5

Response of 119 COMMUTER STUDENTS  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE	
	No.	%	No.	%	No.	%	No.	%
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union?	45	38	64	52	8	7	5	4
2) In which of the following types of programs do you think Graduate Students would be most interested:								
Open discussions, panels, etc.	46	39	50	42			23	19
Departmental coffee hours	61	51	41	34			17	14
Graduate Information Center	50	42	41	34			28	23
Parties, dances, etc.	24	20	61	51			34	29
Social activities f/married	47	39	44	37			28	23
Graduate Commons Room/lounge	62	52	38	32			19	16
Bowling, bridge parties, etc.	42	35	49	41			28	23
Hiking, skiing, canoeing, etc.	36	30	51	43			32	27
3) What are the <u>best times</u> , during the week, for Graduate Student activities:								
Weekday afternoons	21	18						
Saturday afternoons	19	16						
Sunday afternoons	49	41						
Weekday evenings	24	20						
Saturday evenings	47	39						
Sunday evenings	15	13						
No response	27	23						
5) How many times, during an average week, do you come to CMU?								
0-times	67	56						
1-2 times	28	24						
3-4 times	16	13						
5 or more times	8	7						
No response	3	3						
7) No. of years in Graduate School:								
One year	44	37						
Two years	34	29						
Three or more	32	27						
No response	10	8						

TABLE 6

Response of 110 RESIDENT STUDENTS  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE No.
	No.	%	No.	%	No.	%	
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union?	50	45	47	43	8	7	5
2) In which of the following types of programs do you think Graduate Students would be most interested:							
Open discussions, panels, etc.	47	43	40	36	5	5	18
Departmental coffee hours	61	55	30	27	5	5	14
Graduate Information Center	50	45	37	34	4	4	19
Parties, dances, etc.	38	35	43	39	6	5	23
Social activities f/married	37	34	41	37	6	5	26
Graduate Commons Room/lounge	66	60	27	25	4	4	13
Bowling, bridge parties, etc.	40	36	43	39	6	5	21
Hiking, skiing, canoeing, etc.	44	40	39	35	5	5	22
3) What are the <u>best times</u> , during the week, for Graduate Student activities:							
Weekday afternoons	19	17					
Saturday afternoons	20	18					
Sunday afternoons	41	37					
Weekday evenings	45	41					
Saturday evenings	48	44					
Sunday evenings	19	17					
No response	16	15					
5) How many times, during an average week, do you come to CMU?							
0-times	43	39					
1-2 times	42	38					
3-4 times	12	11					
5 or more times	11	10					
No response	2	2					
7) No. of years in Graduate School:							
One year	44	40					
Two years	31	28					
Three or more	29	26					
No response	5	5					

TABLE 7

Response of 93 DOCTOR'S DEGREE STUDENTS  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE	
	No.	%	No.	%	No.	%	No.	%
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union?	32	34	47	51	7	8	7	8
2) In which of the following types of programs do you think Graduate Students would be most interested?								
Open discussions, panels, etc.	37	40	38	41	5	5	13	14
Departmental coffee hours	44	47	34	37	5	5	10	11
Graduate Information Center	41	44	34	37	6	6	12	13
Parties, dances, etc.	25	27	47	51	5	5	16	17
Social activities f/married	29	31	40	43	5	5	19	21
Graduate Commons Room/lounge	49	53	33	35	5	5	6	7
Bowling, bridge parties, etc.	30	32	43	46	5	5	15	16
Hiking, skiing, canoeing, etc.	29	31	45	49	5	5	14	15
3) What are the <u>best times</u> , during the week for Graduate Student activities:								
Weekday afternoons	16	17						
Saturday afternoons	13	14						
Sunday afternoons	28	30						
Weekday evenings	30	32						
Saturday evenings	41	44						
Sunday evenings	15	16						
No response	21	23						
5) How many times, during an average week, do you come to CMU?								
0-times	41	44						
1-2 times	27	29						
3-4 times	11	12						
5 or more times	11	12						
No response	3	3						
7) No. of years in Graduate School:								
One year	14	15						
Two years	21	23						
Three or more	52	56						
No response	6	6						

TABLE 8

Response of 139 MASTER'S DEGREE STUDENTS  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE	
	No.	%	No.	%	No.	%	No.	%
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union?	60	43	64	46	9	6	6	4
2) In which of the following types of programs do you think Graduate Students would be most interested?								
Open discussions, panels, etc.	56	40	52	37	3	2	28	20
Departmental coffee hours	78	56	37	26	3	2	21	15
Graduate Information Center	58	42	44	32	2	1	35	25
Parties, dances, etc.	37	26	57	41	4	3	41	29
Social activities f/married	55	40	45	32	4	3	35	25
Graduate Commons Room/lounge	77	55	34	24	2	1	26	19
Bowling, bridge parties, etc.	52	37	49	35	4	3	34	24
Hiking, skiing, canoeing, etc.	51	37	45	32	3	2	39	28
3) What are the <u>best times</u> , during the week, for Graduate Student activities:								
Weekday afternoons	24	17						
Saturday afternoons	26	19						
Sunday afternoons	50	36						
Weekday evenings	52	37						
Saturday evenings	57	41						
Sunday evenings	23	17						
No response	51	37						
5) How many times, during an average week, do you come to CMU?								
0-times	69	50						
1-2 times	43	31						
3-4 times	17	12						
5 or more times	8	6						
No response	2	1						
7) No. of years on Graduate School:								
One year	74	53						
Two years	47	34						
Three or more	9	6						
No response	9	6						

TABLE 9

Response of ENTIRE GROUP (MALE AND FEMALE)  
to the Graduate Program Questionnaire

QUESTION NUMBER	YES		NO		?		NO RESPONSE	
	No.	%	No.	%	No.	%	No.	%
1) Do you think that Graduate Students want more programs, in which participation is limited to Graduate Students at Coffman Union? <span style="float: right;">(93)</span>	92	40	111	47	16	7	13	6
2) In which of the following types of programs do you think Graduate Students would be most interested?								
Open discussions, panels, etc.	93	40	90	39	8	3	41	18
Departmental coffee hours	122	52	71	31	8	3	31	13
Graduate Information Center	99	43	78	34	8	3	47	20
Parties, dances, etc.	62	27	104	44	9	4	57	25
Social activities f/married	84	36	85	37	9	4	54	23
Graduate Commons Room/Lounge	128	55	65	28	7	3	32	14
Bowling, bridge parties, etc.	82	35	92	40	9	4	49	21
Hiking, skiing, canoeing, etc.	80	34	90	40	8	3	54	23
3) What are the <u>best times</u> , during the week for Graduate Student activities:								
Weekday afternoons	40	17						
Saturday afternoons	39	17						
Sunday afternoons	78	34						
Weekday evenings	82	35						
Saturday evenings	98	42						
Sunday evenings	38	16						
No response	43	19						
5) How many times, during an average week, do you come to CMU?								
0-times	110	47						
1-2 times	70	30						
3-4 times	28	12						
5 or more times	19	8						
No response	5	2						
7) No. of years on Graduate School:								
One year	88	38						
Two years	68	29						
Three or more	57	25						
No response	15	6						



**UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS**

**Agenda**

**May 2, 1962**

- I. Minutes of last meeting**
- II. Standing Committee Reports**
  - A. Executive Committee**
    - 1) Introductions
    - 2) By-Law Amendments
    - 3) Evaluation
  - B. Program Committee**
    - 1) Co-sponsorships
    - 2) Announcements
  - C. House and Finance Committee**
    - 1) Expansion of cultural facilities
    - 2) Dirt Room rules and regulations
    - 3) Brand the Basement and  
**GRAND OPENING**
    - 4) Pedersen report
  - D. Personnel Committee**
    - 1) Merit
    - 2) SER
    - 3) SPED M-14
  - E. Public Relations Committee**
    - 1)
    - 2)
    - 3)
- III. Old Business**
- IV. New Business**
  - A. Elections**
- V. Adjournment**

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 2, 1962

Members Present:

Sue Bernstein, Jeff Brodtkin, Jim Cameron, Karen Cravens, Judy Hoy, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. Donald Zander, Mr. Ed Braman

Members Absent:

Dr. E. L. Thomas

New UBOG Members Present:

Gloria Davis, Marcia Davis, Roger Hauge, Pat Meacham, Judy Mitera, Marcia Morse, Charles Tremann, Jack Wartnick, Scott Wilson

Others Present:

Ted Kaul - Program Director; Louise Moberly - Art Craft Studio Supervisor; Shirley Clark - Junior Program Consultant; Diane Payne - Junior Program Consultant; Tom Young - Daily; Pat Kay

The meeting was called to order at 6:45 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

- 1) Dr. Thomas was listed as being present, but was in fact absent
- 2) Under Public Relations Committee, the minutes should read that the proposed By-Law amendment would be ready for consideration in two weeks time.

The minutes were approved as corrected.

Executive Committee Report

- 1) President Moe introduced the members of the old Board, the new Board and the guests.
- 2) Proposed By-Law Amendments  
There being no motion to approve the proposal affecting Officers of the Board and the Duties of Officers, the decision was postponed indefinitely.

Motion K-1928 Jeff Brodtkin moved that the Board approve Barry Lazarus's proposal that a section be added to the duties of Personnel Standing Committee stating that there should be a Board Applicant Workshops and Board Training Sessions each spring.

Motion seconded and carried by a two-thirds majority.

Myra asked for consideration of her proposed amendment, affecting Membership of Standing Committees, to be postponed until next week.

- 3) President Moe presented his evaluation report on the work of the 1961-62 Board. He urged all members of the Board to read the report carefully at their leisure. He felt that the Board had achieved a great deal during their term of office and had enjoyed much success. He complimented four areas in particular for their outstanding work: Personnel, Social, Public Relations, and Music. Ron congratulated the 1961-62 Board, and said he was proud of their fine achievements - he felt that, out of the three Boards he had served, this one was the best.

### Program Committee Report

- 1) Judy Hoy commended Larry Leventhal, on behalf of the Board, for the excellent work he had done in connection with the Campus Carnival. He was also to be congratulated for winning second prize in the first year entries in the Carnival.

### House and Finance Committee Report

- 1) Karen Cravens presented Ron's proposed expansion of cultural facilities.

U-50  
Motion K-1929' Karen moved that the Board approve the general idea of a Cultural Area, including the Terrace Reading Room, Fine Arts Gallery, and the TV Lounge.

Motion seconded and carried.

- 2) Karen announced that the general rules and regulations for the new dirt room would be the same as for Coffman Union as a whole, except that it would be kept open until midnight for studying, and until 2 a.m. during finals. She stressed that it would inevitably be a trial run at first, but that if there would be a demand for, say, longer hours over the weekend, these could then be modified. The hours would automatically be extended during special events at the Union.
- 3) Karen reported that the Dirt Room Contest would begin next Wednesday with a Coffee Hour at 3:30 p.m., to which all Board members, both old and new, should come. Mr. Wenberg and several other campus officials would be present. It is hoped that there will be a feature article in the Daily the following day, plus a half page ad giving the contest rules and an application blank. There will be prizes of \$20, \$10 and \$5 merchandise certificates cashable at the University bookstores. There will also be a \$5 bonus certificate for those who submit sketches together with their application. Preliminary judging will be done by the House and Finance Committee, and the best entries will be brought to the Board for their vote.
- 4) Karen said that the Pedersen Report would be postponed until next week, since consideration had yet to be given to one extra item in the report.
- 5) Karen announced that the House and Finance Committee had approved an exception to the House Rules to allow the Noon Programs Committee to use the Main Lounge in case of rain during their program this coming Friday, in which the Greenwood Singers will be singing folksongs out on the terrace.

### Personnel Committee Report

- 1) Barry Lazarus reported that no more invitation acceptances for the Merit Reception or Merit Key nominations will be accepted. Area Directors who had not yet submitted nominations had forfeited their chance to give recognition to their outstanding committee chairmen.
- 2) Barry presented a program for the Spring Board Retreat to take place on May 5. He stressed that all Board members, old and new, would be expected to attend.

- 3) Barry reminded the old Board area directors that they and their chairmen were responsible for getting their Spring Quarter Evaluations in by May 14th.
- 4) Barry presented each retiring member of the Board with a desk set engraved with their name and the years they had served on the Board.

#### Public Relations Committee Report

- 1) Myra Shiff reported that, during the remainder of the newspaper strike, WMMR would be broadcasting five minute newscasts at 12 noon and 1:00 p.m. into the Union. She asked whether any Board members felt that this would be disturbing to students rather than a service. It was unanimously felt that this would be an excellent idea.
- 2) Jane Rohrer said that a brochure about the Music Area had been ordered at the beginning of the school year. They had now arrived and she distributed copies to Board members for their attention.

#### Old Business

- 1) Judy Hoy commended Judy Kaplan, Chairman of Summer Programming, for the excellent job she is doing on the programming, drawing in personnel, and otherwise preparing for an excellent summer program.
- 2) Myra reported that the Food Service Liaison Committee would publish a report on its findings when every aspect of the food service problem had been investigated. Concrete suggestions for improvements would be welcomed by the committee.

#### 3) Election of Officers

President Moe stressed the importance of the next decisions the new Board members were going to make concerning the election of officers.

The nominees for President were Kathy Wagnild and Myra Shiff. Both candidates presented their election speeches, giving details of their ideas for the Board of 1962-63, should they be elected.

Kathy Wagnild was elected the Union Board of Governors President for the year 1962-63.

The only nominee for Vice President was Judy Hoy, who spoke briefly on her plans for the Program Committee for next year.

Motion K-1930 Pat Meacham moved that the Board cast a unanimous ballot electing Judy Hoy as Vice President.

Motion seconded and carried.

The nominee for Secretary-Treasurer and House and Finance Chairman was Sue Berstein, who spoke briefly on her plans for House and Finance for next year.

Motion K-1931 Kathy Wagnild moved that the Board cast a unanimous ballot electing Sue Berstein as Secretary-Treasurer of the Board and Chairman of the House and Finance Committee.

Motion seconded and carried.

The nominees for Personnel Chairman were Pat Meacham and Scott Wilson. The candidates spoke briefly presenting their ideas and qualifications for the office.

Pat Meacham was elected Personnel Chairman.

The nominees for Public Relations Chairman were Myra Shiff and Marcia Davis.

Marcia conceded to Myra's nomination.

<sup>U-53</sup>  
Motion K-1932 Gloria Davis moved that the Board cast a unanimous ballot electing Myra Shiff as Public Relations Chairman.

Motion seconded and carried.

The new Board members were sworn into office.

Jeff Brodtkin addressed the new Board members and said that although some of the Board members appeared to conduct themselves in a jovial manner at Board meetings, in fact they took their responsibilities seriously, and considered all proposals most carefully. In conclusion, Jeff said that it had been a privilege to be on the Board, and an honor to serve the Union. He had found this a step forward in his personal maturity.

<sup>U-54</sup>  
Motion K-1933 Karen Cravens moved that the old Board permanently adjourn.

Motion seconded and carried.

<sup>U-55</sup>  
Motion L-1 Judy Hoy moved the meeting of the new Board adjourn.

Motion seconded and carried.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

Following the Board meeting, there was a special "inspection" of the Dirt Room where refreshments were served.

pk/mb

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 2, 1962

Members Present:

Sue Berstein, Jeff Brodtkin, Jim Cameron, Karen Cravens, Judy Hoy, Barry Lazarus, Larry Leventhal, Ron Moe, Karen Poulson, Jane Rohrer, Myra Shiff, Jim Tremann, Kathy Wagnild, Dr. David LaBerge, Mr. Walfred Pedersen, Mr. Gordon Starr, Dr. Donald Zander, Mr. Ed Braman

Members Absent:

Dr. E. L. Thomas

New UBOG Members Present:

Gloria Davis, Marcia Davis, Roger Hauge, Pat Meacham, Judy Mitera, Marcia Morse, Charles Tremann, Jack Wartnick, Scott Wilson

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- 1) President Moe introduced the members of the old Board, the new Board and the guests.

- 2) Proposed By-Law Amendments

There being no motion to approve the proposal affecting Officers of the Board and the Duties of Officers, the decision was postponed indefinitely.

<sup>U-56</sup>  
Motion K-1928 Jeff Brodtkin moved that the Board approve Barry Lazarus's proposal that a section be added to the duties of Personnel Standing Committee stating that there should be a Board Applicant Workshops and Board Training Sessions each spring.

Motion seconded and carried by a two-thirds majority.

Myra asked for consideration of her proposed amendment, affecting Membership of Standing Committees, to be postponed until next week.

- 3) President Moe presented his evaluation report on the work of the 1961-62 Board. He urged all members of the Board to read the report carefully at their leisure. He felt that the Board had achieved a great deal during their term of office and had enjoyed much success. He complimented four areas in particular for their outstanding work: Personnel, Social, Public Relations, and Music. Ron congratulated the 1961-62 Board, and said he was proud of their fine achievements - he felt that, out of the three Boards he had served, this one was the best.

### Program Committee Report

- 1) Judy Hoy commended Larry Leventhal, on behalf of the Board, for the excellent work he had done in connection with the Campus Carnival. He was also to be congratulated for winning second prize in the first year entries in the Carnival.

### House and Finance Committee Report

- 1) Karen Cravens presented Ron's proposed expansion of cultural facilities.

<sup>U-57</sup>  
Motion K-1929 Karen moved that the Board approve the general idea of a Cultural Area, including the Terrace Reading Room, Fine Arts Gallery, and the TV Lounge.

Motion seconded and carried.

- 2) Karen announced that the general rules and regulations for the new dirt room would be the same as for Coffman Union as a whole, except that it would be kept open until midnight for studying, and until 2 a.m. during finals. She stressed that it would inevitably be a trial run at first, but that if there would be a demand for, say, longer hours over the weekend, these could then be modified. The hours would automatically be extended during special events at the Union.
- 3) Karen reported that the Dirt Room Contest would begin next Wednesday with a Coffee Hour at 3:30 p.m., to which all Board members, both old and new, should come. Mr. Wenberg and several other campus officials would be present. It is hoped that there will be a feature article in the Daily the following day, plus a half page ad giving the contest rules and an application blank. There will be prizes of \$20, \$10 and \$5 merchandise certificates cashable at the University bookstores. There will also be a \$5 bonus certificate for those who submit sketches together with their application. Preliminary judging will be done by the House and Finance Committee, and the best entries will be brought to the Board for their vote.
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- 5) Karen announced that the House and Finance Committee had approved an exception to the House Rules to allow the Noon Programs Committee to use the Main Lounge in case of rain during their program this coming Friday, in which the Greenwood Singers will be singing folksongs out on the terrace.

### Personnel Committee Report

- 1) Barry Lazarus reported that no more invitation acceptances for the Merit Reception or Merit Key nominations will be accepted. Area Directors who had not yet submitted nominations had forfeited their chance to give recognition to their outstanding committee chairmen.
- 2) Barry presented a program for the Spring Board Retreat to take place on May 5. He stressed that all Board members, old and new, would be expected to attend.

- 3) Barry reminded the old Board area directors that they and their chairmen were responsible for getting their Spring Quarter Evaluations in by May 14th.
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The nominees for President were Kathy Wagnild and Myra Shiff. Both candidates presented their election speeches, giving details of their ideas for the Board of 1962-63, should they be elected.

Kathy Wagnild was elected the Union Board of Governors President for the year 1962-63.

The only nominee for Vice President was Judy Hoy, who spoke briefly on her plans for the Program Committee for next year.

<sup>M-58</sup>  
Motion K-1930 Pat Meacham moved that the Board cast a unanimous ballot electing Judy Hoy as Vice President.

Motion seconded and carried.

The nominee for Secretary-Treasurer and House and Finance Chairman was Sue Bernstein, who spoke briefly on her plans for House and Finance for next year.

<sup>U-59</sup>  
Motion K-1931 Kathy Wagnild moved that the Board cast a unanimous ballot electing Sue Bernstein as Secretary-Treasurer of the Board and Chairman of the House and Finance Committee.

Motion seconded and carried.



The nominees for Personnel Chairman were Pat Meacham and Scott Wilson. The candidates spoke briefly presenting their ideas and qualifications for the office.

Pat Meacham was elected Personnel Chairman.

The nominees for Public Relations Chairman were Myra Shiff and Marcia Davis.

Marcia conceded to Myra's nomination.

<sup>U-60</sup>  
Motion K-1932 Gloria Davis moved that the Board cast a unanimous ballot electing Myra Shiff as Public Relations Chairman.

Motion seconded and carried.

The new Board members were sworn into office.

Jeff Brodtkin addressed the new Board members and said that although some of the Board members appeared to conduct themselves in a jovial manner at Board meetings, in fact they took their responsibilities seriously, and considered all proposals most carefully. In conclusion, Jeff said that it had been a privilege to be on the Board, and an honor to serve the Union. He had found this a step forward in his personal maturity.

<sup>U-61</sup>  
Motion K-1933 Karen Cravens moved that the old Board permanently adjourn.

Motion seconded and carried.

<sup>U-62</sup>  
Motion L-1 Judy Hoy moved the meeting of the new Board adjourn.

Motion seconded and carried.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

Following the Board meeting, there was a special "inspection" of the Dirt Room where refreshments were served.

pk/mb

The 1961-62 Union Board of Governors - My Evaluation

By Ron Moe, President

Many of you have probably evaluated this Board in your own minds already--and now its my turn to do so with this report. Its purpose is to give my frank evaluation of the effectiveness and success of the 1961-62 Union Board of Governors, and the reasons behind it.

\*\*\*\*\*

If I said this was a "good" year, I would be right. Rather, than say that, however, I will say this was a productive year. This year has had real "esprit de corps". This year has had capable and enthusiastic chairmen on many committees, and almost double the personnel of last year. This year, more projects were started and completed than any time I can remember. Fewer major problems arose to disturb our efforts. Students and staff worked well together. Programs were more, larger, better quality, better advertised, better attended, and more profitable than in many previous years. No wonder it was a "good" year!

Not all of the credit of these accomplishments can be given to the Board however. Last year's Board must get some of the credit... they laid some of the groundwork for our success. Many of the committees were successful primarily because of their chairmen, who were not all trained this year, or did not get their experience this year...to them goes much of the credit for good programming. This year, we were also blessed with a creative and talented staff--who contributed mightily to the quality and success of our programming efforts.

This is not to say that we don't get some credit for the very considerable accomplishments of this year--just not all of the credit.

If I had to sum up the major characteristic of this year's Board, I could say--the ability to do things. It is the action - getting things done - which has made us successful. Previous Boards have made suggestions, which were not substantially different from ours, but they didn't carry out their ideas. We have.

Leadership is hard to define. Certainly, though, one of its components is setting an example -- this we have done. Another component is interest, both in our followers and what they are doing. This has been characteristic of many of us. Finally, I am sure it must include thought and planning - something which has characterized this Board as much as the carrying out of these projects, the action.

Most of the members of our Board have performed all three of these functions - thought and planning, interest, and action - very admirably. Only three have fallen down, and that is a smaller number than on any Board I can remember. Four areas have been very outstanding, and I would like to mention them here: Personnel, Social, Public Relations, and Music. To these areas goes much of the credit for our knowledge that we have left our mark in the history of this Union.

Although I think it unlikely that any Board will ever reach the ideal level of programming and other Union activities, this Board did a good enough job to make it possible for the new Board to do an even better job in approaching this ideal.

Since our outstanding characteristic, in my opinion, has been accomplishment = the things we have done - I would like to point out some of the things we have accomplished this year for which we should be proud:

1. WMMR is no longer a problem (many would have thought this impossible just a year ago)
2. Kaffee Konzerts, Meet the Professor Coffee Hours
3. By-Laws revised
4. Personnel greater in numbers and quality than previously
5. Greatest Social Area in history
6. Dirt Room and new Student Offices
7. Excellent programming in these areas: Topics, Music, Special Events, Social, and Fine Arts
8. Graduate study
9. Outstanding Creative Arts Festival
10. Presentation of our financial needs to the administration
11. Others that don't come to mind right now...

However--as good as this year has been, there is definitely room for further development. Many areas can be expanded, broadened, refined, developed. Some areas still have to be brought up to the point where they are fulfilling their potential as they now stand... a couple are pretty far from this.

Perhaps a failure of which we have been guilty is that some of us have had a tendency to lean to heavily on the staff consultant assigned to work with us. We should feel a responsibility to take care of our duties ourselves---with the assistance of our consultants.

For next year there are several things I can think of which should be given some attention....

1. Use of the dirt room and its decor.
2. Use of the International Student Lounge.
3. Planning and development of the Cultural Area...TV Lounge.
4. Evaluation and Definition of our Public Relations image...so we can do a better job of getting that image across.
5. Development of a strong Graduate Program...with the guidance of the Graduate Interest survey recently completed.
6. Definition and development of programming in these areas:
  - a. Graduate
  - b. Recreation
  - c. Varieties
7. Continued expansion and improvement (build on the "foundation" we have laid):
  - a. Personnel
  - b. Social
  - c. Music
  - d. Topics
  - e. Fine Arts
  - f. Special Events
  - g. House and Finance
  - h. Program Committee
  - i. Public Relations

As you can see...every area is listed somewhere...because all of them are continuing responsibilities that we have to develop. Some we have developed, some we haven't...but all have further improvements which they can put into effect..they are the responsibility of the 1962-63 Board.

\*\*\*\*\*

Personally...I have been and am very pleased about our success. This is the best of the three Boards on which I have served. I'll probably find myself back on some committee or other next year, but for the time being, I'll just have to say I think we have something we can really be proud of -- our Board and Coffman Memorial Union, and I know its traditions will be upheld.

Sincerely,

Ron Moe, President  
 Union Board of Governors

To: Union Board of Governors  
From: Ron Moe  
Subject: Proposed Expansion of Cultural Facilities

Last week, House and Finance brought up a report by Jim Tremann concerning the conversion of the present TV Lounge to an extension of our present Fine Arts Gallery-Terrace Reading Room area. Since a number of questions were raised, and since I have been closely acquainted with this idea, I would like to give a somewhat more detailed report of the thinking behind the idea.

#### I. Why expand cultural facilities?

One of the responsibilities of the Union is to provide social, recreational, and cultural programming for the students of the University. Particularly in the cultural area, we have a vast amount of room for increasing our services. A major contribution to an increase in cultural programming would be an area which could be used for display of sculpture, handiwork, etc., a meeting room for cultural programs, plays, etc., which could be used as a programming area in the cultural area by such committees as focus, student-faculty, graduate, fine arts gallery, talent associates, creative society, usw, classics corner, and others. It has great potential and would fill a need we are not presently adequately filling. Present facilities can handle only one type of programming—picture displays... this area would open to us all the different types of cultural programming you can think of.

#### II. What would happen to the people who like to watch TV in there now?

As has been proposed, the TV sets could be moved to the Men's and Women's lounges. They could be put in a corner of the lounge and those interested could watch and listen to them there. They would not have to be turned up so loud they would disturb others in the lounges. This set-up could adequately handle the number of people who now use the TV lounge and at the same time leave the TV lounge available for us to use for cultural programming. As it now stands, the area is far too large (same size as 320) for the amount of use it gets as a TV lounge.

#### III. What about facilities for storage of displays, etc.?

This has been taken care of. The Organ Loft at the end of the Fine Arts Gallery is going to be used now as storage space for displays, exhibits, etc. which will be used in the cultural area. The space there is adequate for present needs and then some.

#### IV. Just what modifications do you propose?

In the long run, many things could be done to improve this area. Immediately, much could be done, at relatively little expense, to improve it to the point where it would be a very nice addition to our program and facilities, and the more expensive changes could be made as plans and finances become available.

Immediately, the minimal changes necessary would be simply:

1. Put the TV set elsewhere.
2. Paint the area.
3. Put in portable display cases and Boards.
4. Designate the area for Cultural programming.
5. Move more lights in there.

In the long run, Physical Plant could prepare complete plans, and such things as these should be included:

1. Folding doors from Main Hall, to TV lounge, to FA Gallery proper should be removed.
2. Door (preferably glass) put between Main Hall and Whole area.
3. Improve lighting in TV lounge area, to include colored spots, etc....to provide area for small plays, stage shows, etc. as well as lighting of displays.
4. Two glass display cases with some storage space in them, to be placed between the pillars at each side of the entrance to the TV lounge and the walls.
5. Artificial plants or something like that to add atmosphere.
6. A few portable display boards and display cases to fulfill the museum function.
7. Increased subscriptions to magazines, papers, and a larger area to display them.
8. Longer range plans for increased facilities in the Area (which would eventually integrate the TRR, FAG, and TVL into one Area) to include such things as Art Book Library in TRR  
Records and Hi-Fi in TRR  
etc.... } -----these requiring an attendant eventually to be added.

V. How much would this cost?

In the short range, a couple of hundred dollars to take care of the painting and general cleaning up would be adequate...depending on scope of preliminary alterations. In the long range, it could absorb almost any amount of money the Board saw fit to improve the whole area as a service area. The cost would depend on to what extent the Board wanted to expand the facilities.

In short.....I don't have have any doubt that this is a good idea.... I think the area has tremendous potential, and I wholeheartedly recommend that the Board do the following:

1. Approve the general idea of a Cultural Area including the TRR, FAG, TVL.
2. Ask Physical Plant to prepare more detailed plans of what could be done with this area in the long run.
3. Ask Physical Plant to prepare a report on what the minimum changes would cost.
4. When the short-range plans are ready, appropriate the necessary funds to take care of that, and prepare to appropriate more as the long range report comes up for consideration.

#####

U B O G Spring Training Retreat - May 5, 1962  
- Camp Ihduhapi -

9:00 AM Arrive at CMU

9:15 Leave by bus for Camp Ihduhapi

10:00 Arrive at Camp

10:30 Welcome - Barry

10:35 Philosophy of Student Unions - Ron  
Association of College Unions - GIS

11:00 House and Finance  
Physical Plant  
Finance  
West Bank Expansion

11:45 Lunch, Recreation

2:00 PM Your Responsibilities as a Board member:

2:00 Introduction - Barry

2:10 Programming Responsibilities -  
Overall view, statistics, policies,  
budget and pre-planning.

2:55 Public Relations - Myra

3:30 Personnel - Barry

4:15 Summary & Conclusions - New Pres. & TK

4:45 Get ready, get set.....

5:00 Go! - leave for CMU



To: UBOG  
From: Ron Moe  
Subject: Proposed By-Law Amendments

I. Amendment proposed by Barry Lazarus:

Article IV, Section G.3. Duties of the Personnel Committee.

The last three items should be:

- \*n. provide a "Board Applicant Workshops" for prospective Board members each Spring before appointments.
- \*o. provide a UBOG Training Retreat for the new Board each Spring.
- p. undertake such other duties as the Board may from time to time direct.

II. Article III - Officers of the Board

Section A. Enumeration.

- \*1. The officers of the Board shall be President, Vice-President-Program, Vice-President-Public Relations, Vice-President-House and Finance, and Vice-President-Personnel.

Section D. Duties of Officers.

1. President.

- \*a. The President shall be Chairman of the Board and preside at all meetings, but a Vice-President or a member may act as chairman at his request.
- \*g. He shall be responsible for contact and correspondence with all other Unions and Union Associations, and in charge of all Board activities in association with them (change present "g" to "h").
- \*2. Vice Presidents. The duties of the Vice-Presidents shall be as specified below, and a Vice-President chosen by the Board at the first regular meeting following the Annual Meeting shall, in the absence of the President, perform all the duties of the President.

a. Vice-President-Program:

The Vice-President-Program shall be a member of the Executive Committee and Chairman of the Program Committee.

b. The Vice-President-House and Finance:

The Vice-President-House and Finance shall be a member of the Executive Committee and Chairman of the House and Finance Committee.

- c. **Vice-President-Personnel**  
The Vice-President-Personnel shall be a member of the Executive Committee and chairman of the Personnel Committee.
  - d. **Vice-President-Public Relations**  
The Vice-President-Public Relations shall be a member of the Executive Committee and chairman of the Public Relations committee.
3. **Recording Secretary** It shall be the duty of the Recording Secretary to serve as parliamentarian for the Board, to record all the proceedings of the Boards, and carefully preserve all its books and papers and to perform such other duties as the Board may from time to time direct.

III. Amendment proposed by Myra Shiff:

Article IV, Section E. Membership of Standing Committees.

3. Personnel Committee

- \*b. Three student members and a non-student member shall be appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.

5. Public Relations Committee

- \*b. Three student members and a non-student member shall be appointed by the Executive Committee at its first meeting following the annual meeting, subject to the approval of the Board.

\* proposed new wording

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

May 9, 1962

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Assignments
    - 3) Barry Halper Scholarship
    - ~~4) XXXXXXXXXX~~
  - B. Program Committee
    - 1) Plans for next year
    - 2) Announcements
    - 3) Budget
  - C. House and Finance Committee
    - 1) Recommendations
    - 2) West Bank Expansion
    - 3) Schedules
    - 4) Dirt Room
  - D. Personnel Committee
    - 1) Evaluations
    - 2) Merit
    - 3) Interviews
    - 4) Board pins
  - E. Public Relations Committee
    - 1) State of the Union Page
    - 2) Board Pictures
- III. Old Business
  - A. By-Laws Change
  - B. Liaison Committee - Appointment and M.S.A.
- IV. New Business
- V. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 9, 1962

Members Present:

Sue Bernstein, Gloria Davis, Marcia Davis, Roger Hauge, Judy Hoy, Pat Meacham, Judy Mitera, Marcia Morse, Myra Shiff, Chuck Tremann, Kathy Wagnild, Jack Wartnick, Scott Wilson, Mr. Ed Braman, Mr. Walfred Pedersen, Dr. Donald Zander

Members Absent:

Dr. LaBerge, Mr. Gordon Starr

Others Present:

Bob Bossman - UBC; Ted Kaul - Program Director; Pat Kay

The meeting was called to order at 6:40 p.m. in Room 346 Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) President Wagnild introduced all the members of the Board and the guests.
- 2) President Wagnild reminded all Area Directors that they should contact their Program Consultants as soon as possible in order to discuss their areas with them.
- 3) President Wagnild reported that good progress had been made on the Barry Halper Scholarship created last year in memory of the former WMMR Manager who was killed in an automobile accident. The winner for this year has already been chosen, and will be announced at the Merit Reception on May 15. Myra Shiff showed Board members the Barry Halper memorial plaque which will be hung in the WMMR area.
- 4) President Wagnild reported that she had received a copy of the Association of College Unions monthly bulletin, which would be passed around to each Board member in turn.
- 5) President Wagnild reminded Board members to start meeting with their chairmen. Room reservations for committee meetings or programs can be made through Grace Lossing, 228a Coffman Union.

Program Committee Report

- 1) Judy Hoy said that the Program Committee plans for the coming year would include expansion of some of the existing areas, and the addition of a Photo Committee and a Creative Society Committee under Fine Arts, and a Citizens Series Committee under Topics or the Executive Area.
- 2) Judy reported that Meta Maneks, Administrative Fellow, is in the process of preparing a survey on summer programming. The information she receives from other universities in the country will be of great benefit to the Board in summer programming in future years.

- 3) Judy reported that the Program Committee is preparing a budget for programming next year. She read out the figures in last year's budget. Each Area Director should prepare a statement giving an estimate of their financial needs for the coming year, and submit it to Judy Hoy not later than 3:30 p.m. on Monday, May 14, when the Program Committee next meets. Area Directors who do not submit a statement by this time, will have to take pot luck on the amount they are allotted. The budget is made for the full year, and it is adjusted each quarter.

#### House and Finance Committee Report

- 1) Since the House and Finance Committee had not met this week, Sue Bernstein asked for the Board's approval on the following exceptions to the House Rules.

*U-42*  
Motion L-2 Gloria Davis moved that the Board approve an exception to the House Rules to allow the Recreation Area to hold an exhibition in the T Lounge on Monday, May 14, through Saturday, May 19.

Motion seconded and carried.

*U-43*  
Motion L-3 Myra Shiff moved that the Board make an exception to the House Rules to allow the Recreation Area to use the Terrace for a bicycle race on Wednesday, May 16, from 1:30 to 3:30 p.m.

Motion seconded and carried.

*U-44*  
Motion L-4 Myra Shiff moved that the Board approve an exception to the House Rules to allow Union Jazz Workshop to use the Main Lounge on Friday, May 11, from 11:30 to 1:40 p.m., in case of rain, for the Dick Perry Jazz program.

Motion seconded and carried.

- 2) Sue reported that she and Karen Cravens had met with Meta Maneks who explained proposals for the expansion next Fall Quarter on to the West Bank. It is hoped eventually for the West Bank to have their own Union, but this will not be for some time. Vern Ausen, from Room Assignments and Scheduling, had offered the Board a large oblong room on the ground floor of the General Classroom building, which could be used for lounging, eating bag lunches and the like.

*U-45*  
Motion L-5 Roger Hauge moved that the Board accept a room in the West Bank General Classroom building for temporary use as a Student Union.

Motion seconded.

During discussion of this motion, it was felt that the room should be used for noon programs, art shows, panels, and concerts, although this might prove difficult in a building intended for classes.

Motion carried.

- 3) Sue asked all new Board members to fill out in duplicate the class schedules which they would find in their folders, and return them to her.
- 4) Sue reported that the Dirt Room had been officially opened today at 3:30 p.m. No Board members could enter the naming contest, but Sue urged them to encourage their friends to do so.

Personnel Committee Report

- 1) Pat Meacham reminded Board members that their Spring Quarter evaluations were due Monday, May 14, at the latest.
- 2) Pat reminded Board members to be at the Merit Reception a few minutes before 6:00 p.m., and to introduce themselves to the guests and keep the conversation rolling. Any suggestions regarding additional Merit publicity should be submitted to Barry Lazarus.
- 3) Pat reported that interviews will be held next Wednesday from 3:30 - 6:30 and next Thursday, from 3:30 until 7 p.m. All Area Directors should make a point of finding out which people have applied for their areas, and should attend the interviews. Signing up for interviews will close on Tuesday, after which an interview list will be drawn up and put in Board members boxes. Jack Wartnick commented that he did not feel the publicity concerning UBOG committee openings was compelling enough to attract people - he felt that something on the lines of "An opportunity is open to you" would be more effective. Ted Kaul stressed the importance of recruiting committee chairmen, since the Board's success rested on this factor.
- 4) Pat presented the new Board members with their Board pins.

Public Relations Committee Report

- 1) Myra Shiff reported that the Public Relations committee had decided to have another State of the Union page. This would be in the form of a news feature, presenting an idea of what is happening in Union affairs. This page is produced entirely by the Union committees without help from the Daily. After the page has been published, Board members should gauge its success by getting comments and opinions from the readers.
- 2) Myra reported that, although the Photo Lab in Westbrook Hall is almost fully booked up at present, they have allowed some time during next week for Board photographs to be taken:

Monday, May 14	9:30 - 11:30
Tuesday, May 15	9:30 - 11:30
Tuesday, May 15	1:00 - 4:00
Wednesday, May 16	1:00 - 4:00
Thursday, May 17	9:30 - 11:30
Thursday, May 17	1:00 - 4:00

Dr. Zander asked for the Board to consider whether the new Board photographs should be glossy or matt finish.

- 3) Myra reported that Public Relations area is intending to have two more chairmanship openings, one a Public Relations Bureau, and the other a Speakers Bureau. Anyone interested in either of these new areas should sign up for the Public Relations area, and they will then be assigned to the area of their choice.

Old Business

- 1) By-Laws *V-44*  
Motion 1-6 Myra Shiff moved that the Board approve an amendment to Article IV, Section E, of the By-Laws concerning membership of Standing Committees,

whereby there would be three student members of the Personnel Committee, and three student members of the Public Relations committee.

Motion seconded.

A short discussion followed.

<sup>U-47</sup>  
Substitute Motion L-7 Jack Wartnick moved that discussion of Motion L-6 be postponed temporarily.

Substitute Motion L-7 was seconded and carried.

- 2) Myra Shiff reported that the Food Service Liaison Committee is meeting on Wednesdays at 1:30 to discuss Food Service problems until they are resolved. She had received a call from a member of MSA, which is also studying Food Service problems.

<sup>U-48</sup>  
Motion L-8 Myra moved that the Board accept a representative of MSA as a member of the Liaison Committee to investigate Food Service problems.

Motion seconded.

<sup>U-49</sup>  
Substitute Motion L-9 Jack Wartnick moved that the Liaison Committee work in cooperation with the MSA committee to study Food Service problems.

Myra said that there was a vacancy on the Liaison Committee and asked for nominations. Chuck Tremann, Roger Hauge, and Gloria Davis were nominated. Roger Hauge was elected.

#### New Business

- 1) Judy Hoy presented a proposed By-Law change, which would create a new Campus Area (Committees at Minnesota Promoting Union Services), including Welcome Week, Unithon, and Campus Carnival as committees. The Graduate Area would be eliminated, and placed under Topics, Executive or Program Committee. Board members should consider this By-Law change during the coming week, and discuss and vote upon it at next week's meeting.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

PK/mb

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

AGENDA

May 16, 1962

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Next week's meeting
    - 3) Office
    - 4) Staff-Student Meeting
    - 5) Cap and Gown Day Luncheon
  - B. House and Finance Committee
    - 1) Exception to the House Rules
    - 2) Display Case
    - 3) Food Service Bulk Refreshment Policy
    - 4) Air Conditioning
    - 5), Dirt Room
  - C. Public Relations Committee
    - 1) Pictures
    - 2) Letterhead
    - 3) State of the Union
  - D. Personnel Committee
    - 1) Evaluations - LATE!!!
    - 2) Interviews
    - 3) Recognition Dinner
    - 4) Spring Summit
  - E. Program Committee
    - 1) Co-sponsorship
    - 2) Creation
    - 3) Budget
    - 4) Announcements
- III. Old Business
  - 1) By-Law Change
  - 2) Liaison Committee
- IV. New Business
- V. Adjournment



UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 16, 1962

Members Present:

Sue Bernstein, Gloria Davis, Marcia Davis, Roger Hauge, Judy Hoy, Pat Meacham, Judy Mitera, Marcia Morse, Myra Schiff, Charles Tremann, Kathy Wagnild, Jack Wartnick, Scott Wilson, Mr. Ed Braman, Mr. Walfred Pedersen, Mr. Gordon Starr

Members Absent:

Dr. David LaBerge, Dr. Donald Zander

Others Present:

Claire O'Connor - Students for Integration; Gene Hill - SFI; Zev Aelony - SFI; Ted Kaul - Program Director; Pat Kay

The meeting was called to order at 6:40 p.m. in Room 346, Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Executive Committee Report

- 1) President Wagnild introduced the Board members and the guests.
- 2) President Wagnild reported that the Spring Recognition Awards would be presented at next week's meeting, which would be a dinner meeting, and would start at 6:00 p.m.
- 3) President Wagnild reminded Board members that the Executive Office was not to be used as a meeting room for committee chairmen or their committees. Board committees could meet in the room behind Lynn Ye's office, 231 CMU, or they could make a room reservation with Grace Lossing in Room 228a CMU.
- 4) <sup>U-22</sup> Motion L-10 Judy Hoy moved that the Board approve the area assignments and standing committee assignments, as presented to the Board last week.  
Motion seconded and carried.
- 5) President Wagnild said she had received a letter inviting all university women to the Annual Cap and Gown Day Luncheon on May 24 at 12:30 p.m. in the Main Ballroom. If anyone was interested in attending, they should let her know. Tickets will be sold on May 21 from 12:30 to 1:30 p.m. at \$1.75 per person.

House and Finance Committee Report

- 1) a) <sup>U-23</sup> Motion L-11 Sue Bernstein moved that UBC be allowed to use the Ticket Booth in the Union foyer, beginning Thursday May 17, to sell tickets for their dance.  
Motion seconded and carried.
- b) Sue reported that she had received a letter of request from Larry Leventhal, MSA, to use any available showcase for display of the World's Fair tour.

<sup>U-24</sup>  
Motion L-12 Sue Bernstein moved that MSA be given the use of a showcase for a display of the World's Fair tour.

Motion seconded and carried.

<sup>U-25</sup>  
c) Motion L-13 Sue Bernstein moved that the Recreation Area be allowed the use of the TV Lounge for an additional week for their Itasca display.

Motion seconded and carried.

2) Sue Bernstein read out a proposed policy for Food Service bulk refreshments (attached).

<sup>U-26</sup>  
Motion L-14 Sue Bernstein moved acceptance of the Food Service Bulk Refreshment Policy.

Motion seconded and carried.

3) Mr. Starr reported that the question of air conditioning in Coffman Union had been brought up several times with the House and Finance Committee, and he had recently received information about the cost of starting an air conditioning system from Physical Plant Services, who had studied the problem for some time. The previous Board had set aside some money to study the problem. The first step would be to instal a pump, costing approximately \$20,000, of which the Union would pay about 61%. The rest would be paid by Food Service, the Bookstore, the Barber Shop and the Beauty Shop. Physical Plant had recommended that an immediate start be made, especially since the Campus Club was planning to go ahead with an air conditioning plan, and a combined system would cost less in the long run than separate individual systems. There is enough money in the Renovation Fund to pay the Union's \$12,400.

A discussion followed, during which it was felt that the large cost of installing and running an air conditioning system would not be warranted for the comparatively short time it would be needed each year. On the other hand, there was an increasing number of students attending Summer School, and there were more and more requests from conference groups to hold their sessions here in the Union. If parts of the building were air conditioned, more students would be likely to come to the Union, and more conference groups would be likely to want to come. Air conditioning might well prove to be a good long term investment.

<sup>U-27</sup>  
Motion L-15 Jack Wartnick moved that the Board appropriate \$12,400 from the Renovation Fund to instal a pump to provide for future air conditioning in Coffman Union.

Motion seconded.

During the short discussion which followed, it was felt that before voting on this motion, the Board should have more information about the cost of installing the actual air conditioning unit, and the costs involved in running it.

<sup>U-28</sup>  
Motion L-16 Jack Wartnick moved that the Board table Motion L-15 concerning the appropriation of \$12,400, until it has considered further information regarding costs of installing air conditioning.

Motion L-16 seconded and carried.

- 4) Sue Bernstein announced that the House and Finance Committee had so far received five name and decor suggestions for the newly opened Dirt Room. The contest closes on Friday, and Sue therefore urged Board members to encourage their friends to enter the contest, in order to make it as competitive as possible.

#### Public Relations Committee Report

- 1) Myra Shiff reminded Board members that, after they had received the proofs of their Board photographs, they should make their selections as quickly as possible and return them to her. This was important, since the proofs for every Board member have to be in before they can be sent to the Photo Lab for printing. A decision will be made next week as to whether the photographs would be matte or glossy.
- 2) Myra showed the Board a proposed letterhead for the Union News Releases. The Daily is very short staffed, and have asked the Union to submit their own news and feature articles. This should give the Board a good opportunity to advertise its activities, and lessen the number of errors in reporting.

Ted Kaul suggested checking the procedure for obtaining this new letterhead through the special University committee which deals with such matters.

- 3) Myra urged Board members to start thinking about exciting and newsworthy special events in their areas for inclusion on the State of the Union page, to be published, if possible, on Tuesday, May 29th. Next week a Daily photographer will take a picture of the whole Board. The deadline for news to be submitted is Tuesday, May 22, and Myra asked Board members to give her any suggestions they might have for the content of the page.

#### Program Committee Report

- 1) Judy Hoy reported that the Program Committee had received a request for a co-sponsorship between the Students for Integration and Single Swing to be held Wednesday, May 23. 2/3 of the net profits of this event would go to SFI. Because of the complications and incomplete information, the matter had been brought to the Board. The SFI wanted to charge an admission price of 50¢ for students and 75¢ for their guests. The Program Committee felt this was too high, and suggested 25¢ for students and 50¢ for their guests.

Motion 1-17 <sup>U-29</sup> Pat Meacham moved that the Board should go into Executive session to discuss the matter further.

Motion seconded and carried.

President Wagnild relinquished the chair so that she might express herself having been the past Area Director for this activity.

Considerable discussion took place.

Motion 1-18 <sup>U-30</sup> Jack Wartnick moved to adjourn executive session.

Motion seconded and defeated.

<sup>U-31</sup>  
Motion L-19 Roger Hauge moved that the Board consider the co-sponsorship request.

Motion seconded and carried.

<sup>U-32</sup>  
Motion L-20 Kathy Wagnild moved that an admission charge be made of 25¢ to students, 50¢ to their guests, in this co-sponsorship.

No second.

<sup>U-33</sup>  
Motion L-21 Myra Shiff moved that the Board should approve the co-sponsorship, as long as the program was aimed primarily at students, as long as the Board maintained the same admission charge as the regular Single Swing dances, and as long as UBOG shared with the SFI control over the acts to avoid any conflict with the Musicians' Union.

Motion seconded.

<sup>U-34</sup>  
Motion L-22 It was moved that Motion L-21 be divided into separate sections.

Motion seconded and defeated.

<sup>U-35</sup>  
Motion L-21 The vote was 7 for and 7 against, so the Chair broke the tie vote in favor of Motion L-21.

Motion L-21 carried.

<sup>U-36</sup>  
Motion L-22 Myra Shiff moved that 100% of the net profit should go to the Students for Integration.

Motion seconded.

<sup>U-37</sup>  
Substitute Motion L-22 Moved that the division of the net profits be made after and if the SFI accepted the amended co-sponsorship.

Motion seconded.

Discussion took place.

Motion and second withdrawn.

<sup>U-38</sup>  
Motion L-22 carried.

Motion L-21 Moved that the Board resume regular session.

Motion seconded and passed.

The SFI guests were invited to return to the meeting and were informed that, the co-sponsorship should be approved, as long as the program was made available to students at the regular Single Swing price of 10¢ for students and 35¢ for guests. Further, it had been decided that 100% of the net profit should go to SFI if they accepted the terms of the co-sponsorship.

Claire O'Connor accepted the co-sponsorship terms on behalf of the SFI, and thanked the Board for their lengthy consideration of the matter. The SFI

would provide records and disc jockeys for the event. The SFI guests, at this point, left the meeting.

Mr. Starr pointed out the importance of drawing up the revised co-sponsorship policy, since many of the present difficulties had occurred for lack of a definite statement of policy. Judy Hoy said the Program Committee was working on this, and it was hoped to present a draft to the next meeting.

A change would have to be made on the contract with reference to the price of admission.

<sup>U-39</sup>  
Motion L-25 Roger Hange moved that the Board refer this issue back to the Program Committee.

Motion seconded.

<sup>U-40</sup>  
Substitute Motion L-26 Myra Shiff moved that the Board refer the details of the co-sponsorship back to the Program Committee.

Motion seconded and carried.

- 2) Judy reported that the Program Committee has created a few new committees: A Photo Committee, under Fine Arts Committee, and separate from Arts Crafts Studio Committee; A Creative Society, under Fine Arts Committee and separate from Talent Associates; and a Citizens Series, under Topics area.
- 3) Judy reported that every area had turned in their proposed budget except for the Special Events area. The budget proposals were now being considered by the Program Committee and will be sent to House and Finance Committee, and come up for the Board's approval next week.
- 4)
  - a) Judy reminded Board members that the history files must not be taken out of the building, and when they are borrowed, a card to be found in the front of the file drawer must be filled out and placed in the position of the file, so that anyone else wanting to consult that file will know exactly where it is.
  - b) Judy reported that dates for the Creative Arts Festival, the Homecoming Dance and Ski Train would be set on the All University Calendar this Friday. The dates for these events should be submitted to Judy by 3:30 Friday.
  - c) Judy reminded Board members that programming does not stop during the summer, and Area Directors should encourage members to work with their chairmen in connection with summer programming.
  - d) Judy reminded Area Directors to sign up for a time next week when they would be free for about half an hour to discuss their area, and their ideas for programming during the next year.
  - e) Judy said that at the next meeting, she would call on one Area Director at random and ask him to report on happenings in his area. In this way, area directors would keep up to date on progress in his committees, and

- e) other Board members would be kept informed of events outside their own particular area.

### Personnel Committee Report

- 1) Pat Meacham expressed the thanks of Barry Lazarus to the Board for all those who participated in the Merit arrangements. He felt it had been a big success.
- 2) Pat reminded Board members that evaluations had been due Monday, and only two areas, Special Events and Personnel, have so far completed all their evaluations. Every other area has at least one committee chairman or one area director who has not turned in his evaluation, and Board members should check up on their retiring chairmen, and urge them to submit the completed evaluations as soon as possible.
- 3) Pat reported that the Personnel Committee had interviewed 14 people today for chairmanship openings. 40 people have so far signed up, and for this reason interviewing has been extended through Monday. This is more than last year at this time. All area directors should check the schedule so that they can be present at interviews affecting chairmanships in their area.
- 4) Pat reported that the Recognition Dinner would be held next Wednesday at 6:00 p.m. when awards will be made to outstanding committee chairman and committee members for the Spring Quarter.
- 5) Pat reported that a tentative date has been set for the Spring Summit - Saturday, May 26, from 9 a.m. to 1 p.m. If no one can attend at this time, it may be held on Thursday, May 24 in the evening. All Board members should be present at the summit. Light refreshments will be served.

### Old Business

- 1) Myra spoke for her proposed By-Law change, concerning membership of Standing Committees. Chuck Tremann said he would be willing to help Myra and her committee until a vote had been taken on the matter. Since at this point, there were only thirteen voting members present, it was decided to abide by last week's decision to postpone discussion of this proposal temporarily.
- 2) Myra reported that regular meetings of the Food Service Liaison Committee will be held on Wednesdays at 3:45 p.m.
- 3) <sup>U-41</sup> ~~Motion 1-27~~ Judy Hoy moved that the Board accept the proposed By-Law change to Article IV, Section D, in connection with Programming Committees, to read: "The Board shall create whatever programming committees it deems necessary to carry out the programming activities of the various areas. These committees shall be open to all eligible University students and each Area shall be supervised by a member of the Board. The Areas of programming shall be:

- |               |                   |
|---------------|-------------------|
| 1) Fine Arts  | 5) Social         |
| 2) Campus     | 6) Special Events |
| 3) Music      | 7) Topics         |
| 4) Recreation | 8) Varieties      |

The activities of the Area Directors shall be coordinated by the Program Standing Committee."

Motion seconded and carried by a two-thirds majority.

New Business

- 1) Judy expressed her disappointment that only she, Ted Kaul, Ron Moe, and Kathy Wagnild had attended the special training session at 6 p.m. today. She asked that Board members should let her know in the future if they can not attend.
- 2) Pat said that Barry Lazarus is holding a party for all old and new Board members at his house Thursday, this week, at 6 p.m.
- 3) Mr. Starr explained briefly the summary of parliamentary procedures, a copy of which was in each Board folder, which would be of help to Board members in the running of the meetings.
- 4) Mr. Starr reported on a phone call from a parent inquiring about eligibility of the bowling team, and he suggested that Jack Wartnick look into this matter as some of our key bowlers could possibly be declared ineligible if they bowled in money leagues during the summer.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr  
Recording Secretary

PK/mb

## POLICY - FOOD SERVICE BULK REFRESHMENTS

This policy is set up primarily for student groups whereby they may secure coffee, cookies, and doughnuts at a minimum cost. The underlying principle is that the groups will pick up the refreshments and serve themselves thereby avoiding the extra labor that is involved.

- 1) Bulk coffee can be secured from the Food Service for consumption in Coffman Memorial Union.
- 2) The minimum order is for two gallons of coffee which will serve forty cups. Normally this will serve 25-50 people.
- 3) Disposable tableware such as plastic cups, wooden or plastic stir sticks will be used. Orders should be placed with the Food Service prior to the noon of the previous day of the event.
- 4) The groups will be responsible for picking up and returning the equipment.
- 5) Cookies and doughnuts can also be obtained from Food Service for consumption in Coffman Memorial Union.
- 6) The usual charge of \$6.00 per minimum order will be waived and the normal custodial clean-up will be provided by the Union. Groups who do not leave the room where this service is provided in reasonably good condition will forfeit the right of this self-service.
- 7) In cases where silverware, china, linen, and serving sets will be used, the usual per person charge will be made.
- 8) On special occasions when food items cannot be obtained from Food Service, permission may be obtained to bring such items in from outside sources provided clearance is made through the Director of Food Service prior to the noon of the previous day.
- 9) At the present rate, coffee will be sold at \$2.30 per two gallons, disposable cups at 2¢ each, and a rental of 50¢ per two gallon thermo container.
- 10) Groups who want less than two gallons of coffee which is the normal amount for 25 people are advised to use the vending service in the North Star room or the cafeteria.



UNIVERSITY OF MINNESOTA  
Coffman Memorial Union  
Union Board of Governors

Application for Co-Sponsorship

1. Name of sponsoring groups \_\_\_\_\_

2. Brief description of proposed program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Program \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_

3. Program arrangements:

	Union	Co-sponsor	Max. cost estimate
<b>FINANCIAL</b>			\$
	%	%	\$
Audio-Visual	%	%	
Room Rental	%	%	
P.A.	%	%	
Ticket Printing	%	%	
Refreshments	%	%	
Custodial Service	%	%	
Student Employees (ticket takers, checkers, etc.)	%	%	
Decorations	%	%	
Contracted Services (speakers, bands, etc.)	%	%	
Publicity	%	%	
Printed Programs	%	%	
Miscellaneous Item	%	%	
Disposition of profit and/or losses	%	%	
<b>PROPOSED TOTAL BUDGET</b>	\$	%	\$
<b>PROGRAM RESPONSIBILITIES</b>			Remarks
Chaperones			
Decorate			
Host & Hostesses			
Clean-up			
Program Features			
Printed Programs			
<b>PUBLICITY RESPONSIBILITIES</b>			
Daily Story			
Daily Ads			
Posters & fliers			
Loudspeakers			
Radio & TV			
Downtown newspapers			
Other			

STATEMENT ON CO-SPONSORSHIP POLICY

May 23, 1962

Coffman Memorial Union is to provide a service to the University of Minnesota in programming in the cultural, social, and recreational areas. It is also the purpose of Coffman Memorial Union to stimulate creativity, leadership, and organizational ability in the students, through their work on these programs. Many times groups outside the auspices of the Union have new and worthwhile ideas for programs which they would like to present for the student body. Coffman Memorial Union Board of Governors is always interested in new and unusual programs, and in hopes of reaching more students and providing more individuals with the opportunity of working within the Union structure. It is for this reason that this co-sponsorship policy has been created (adopted). Realizing these objectives, Coffman Memorial Union will not co-sponsor programs unless the group requesting to do so will comply with the following form:

UNIVERSITY OF MINNESOTA  
UNION BOARD OF GOVERNORS

CO-SPONSORSHIP POLICY - 5/23/62

This policy has been established to assist the Coffman Union Board of Governors, and its committees, in the fulfillment of its obligation to provide cultural, recreational, and social programming for the University community through joint sponsorship of specific programs with non-Union groups.

- A. The organization requesting co-sponsorship must pursue objectives which are of overall value to the University or one of its colleges.
- B. 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.
- C. The organization requesting co-sponsorship must be able to provide the following type of co-operation:
  1. contacting the union committee while the prospective program is still in the planning stage.
  2. submitting a co-sponsorship form at least two weeks before the Wednesday of the week that the event is to take place, and if the program is scheduled for Monday, Tuesday, or Wednesday, the form must be in three weeks previous.
  3. have a membership large enough to adequately share in the work load entailed by the proposed program (see SECTION 3, page 3).
  4. have the financial responsibility to sponsor such a program.
- D. All University of Minnesota and Department of Student Union Policies which apply to student activities must be adhered to.
- E. Final interpretation of this policy shall remain with the Union Board of Governors and its committees and the Department of Student Unions.
- F. Any exceptions to this policy may be brought to the Program Standing Committee for consideration.
- G. The Union Committee will not donate any of the profits from a regularly scheduled event without the expressed consent of the Program Committee and the Union Board of Governors.

**SPECIFIC CONDITIONS:**

- A. All publicity shall clearly indicate equal sponsorship by the Union Board of Governors and the co-sponsoring group.
- B. Commercialism of any nature will be prohibited (as defined in SAB Policies Manual).
- C. Any program must be open to the entire student body.
- D. All campus publicity must have the expressed approval of both parties prior to release in addition to the above; off-campus publicity must have the expressed approval of the University News Service.

**CO-SPONSORSHIP AGREEMENT:**

We, the undersigned, hereby agree to abide by the conditions of co-sponsorship as prescribed in the above points.

Signed: \_\_\_\_\_

1. Name of Sponsoring groups:
2. Detailed description of proposed program (including names of any speakers, bands, names of intermission entertainment, time schedule of events, any other pertinent information).

Date of proposed program	Time	Place
--------------------------	------	-------

4. Program arrangements (to be completed in detail)  
Please indicate if an item is not to be used.

**FINANCIAL**

Audio visual

Room rental

P.A.

Ticket Printing & Programs

Refreshments

Custodial services

Student Employees

Decorations

Miscellaneous

Publicity (Daily ads, posterboard, etc.)

**PROPOSED TOTAL BUDGET** \_\_\_\_\_

**TICKET PRICE**

**PROGRAM RESPONSIBILITIES**

Program features :

Decorations

Host and Hostesses

Clean Up

Chaperones

**PUBLICITY DISTRIBUTION**

**Daily stories (Feature or release)**

**Posters and fliers**

**Loud speakers**

**Radio and TV**

**Downtown papers**

**Other**

**5. Additional arrangements**

UNIVERSITY OF MINNESOTA  
Office of the Dean of Students  
Student Activities Bureau

May 11, 1962

TENTATIVE CALENDAR  
Academic Year 1962-1963

FALL QUARTER 1962

September 3	Labor Day, Holiday
September 14-16	Freshman Camps
September 16	Parents' Day
September 16-22	Welcome Week
September 24	Fall Quarter Classes begin
September 27	Opening Convocation
September 29	Football - Missouri (here)
October 6	Football - Navy (here)
October 8	Masterpiece Series - D'oyly Carte "gondoliers"
October 8-11	SLA Week
October 11-12	Deans's Retreat
October 12	Symphony
October 12-16	Religious Participation Week
October 13	Football - Northwestern (here)
October 13-14	Children's Play
October 15-20	Homecoming Week
October 19	Symphony
October 20	Homecoming Dance
October 20	Football - Illinois (here)
October 21	Symphony - Twilight Concert
October 21-27	Social Service Drive
October 26	Symphony
October 27	Football - Michigan (there)
October 30	Masterpiece Series - Goldovsky Grand Opera La Traviata
November 1-11	<u>U of M's Theatre "Rose Tattoo" Tennessee Williams</u>
November 2	Symphony
November 3	Football - Michigan State University (away)
November 4-10	Campus Chest
November 7	Celebrity Series - Rapsodia Romina Romanian National Folk Ensemble
November 10	Football - Iowa (here)
November 11	Symphony Twilight Concert
November 11	Veterans Day, Holiday
November 12	Masterpiece Series, Richard Tucker Metropolitan Opera Tenor
November 12-16	Religious Participation Week
November 16	Symphony
November 17	Dad's Day, Football - Purdue (here)
November 20	Hockey - Intra-Squad Preview
November 22	Thanksgiving (Holiday)
November 22-December 2	<u>U of M Theatre "Sheep Well" DeVega</u>
November 23	Symphony

November 23	Hockey - Alumni
November 24	Football - Wisconsin (away)
November 25	Symphony (Twilight)
November 30	Symphony
November 30 & December 1	Hockey - Michigan Tech. - Haughton
December 1	Christmas Semi-Formal
December 1	Basketball - Wake Forest
December 3	Basketball - Kansas State
December 4	Christmas Sing
December 5	Foo-hsing Theatre, Celebrity Series An Evening of Chinese Tole & Music
December 6	University Senate Meeting - 3:30 p.m.
December 7	Symphony
December 7	Study Day
December 8-14	Final Examinations
December 9	Symphony (Twilight)
December 14	Basketball - Bradley
December 14	Symphony
December 15	End of Quarter - Commencement at 8:00 p.m.
December 15	Basketball - DePaul - Chicago
December 15 & 22	Hockey - U of M Duluth
December 16	Symphony (Twilight)
December 18	Basketball - Memphis State - Memphis
December 20	Basketball - Southern Methodist - Dallas
December 22	Basketball - Arizona State - Temp.
December 22	Hockey - U of M Duluth - Duluth
December 25	Christmas Day, Holiday
December 26-28	Orientation Registration
December 27	Basketball - Wichita U - Wichita, Kansas
December 27-28-29	Hockey - R. P. I. Tournament - Troy, N.Y.
December 28	Symphony
December 29	Drake - Des Moines
December 31	Basketball - Houston
January 1	New Year's Day - Holiday
January 3	Winter Quarter begins
January 4	Symphony
January 4 & 5	Hockey - Michigan
January 5	Ohio State - Columbus
January 6	Symphony (Twilight)
January 10-11	U of M Theatre - Henry IV, Part I
January 11-12	Hockey - North Dakota
January 12	Basketball - Iowa
January 14	Basketball - Michigan, Ann Arbor
January 16	Masterpiece Series - Isaac Stern - Violinist
January 18	Symphony
January 18 & 19	Hockey - Michigan Tech.
January 18 & 19	Greek Week
January 19	Basketball - Purdue - Lafayette
January 20	Symphony (Twilight)
January 20-26	Cancer Education Drive
January 25	Symphony
January 25-26	Hockey - Colorado College - Colorado Springs
January 26	Basketball - Michigan State
January 27	Symphony (Twilight)
January 31 - February 10	<u>U of M Theatre "All's Well that Ends Well"</u>

Shakespeare



February 2	Basketball - Wisconsin - Madison
February 2 & 3	Ski Train
February 6	Masterpiece Series - Philippe Entremont-Pianist
February 7	University Senate Meeting
February 8	Symphony
February 8 & 9	Hockey - Michigan, Ann Arbor
February 9	Basketball - Purdue
February 11	Basketball - Indiana, Bloomington
February 12	Lincoln's Birthday - Holiday
February 12	Hockey - U of M Duluth - Duluth
February 13	Celebrity Series - Leonard Bernstein Gala
February 15	Powell Hall Carnival
February 15 & 16	Greek Retreat
February 15 & 16	Hockey - Michigan State
February 16	Basketball - Michigan State - East Lansing
February 17-20	Minnesota Symposium
February 17-21	Brotherhood Week
February 17-21	Social Service Council - Projects Drive
February 18	Basketball - Wisconsin
February 22	Washington's Birthday
February 22 & 23	Hockey - North Dakota - Grand Forks
February 23	Basketball - Northwestern - Evanston
February 24 - 28	University of Minnesota Week
February 25	Basketball - Illinois
February 28	Charter Day - Convocation at 11:30 a.m.
February 28 - March 10	U of M Week
February 28 - March 10	U of M Theatre - "Murder in the Cathedral" - T. S. Elliot
March 1 - 2	Hockey - Michigan State - East Lansing
March 2	Basketball - Indiana
March 4	Basketball - Ohio State
March 6	Masterpiece Series - Anna Moffo - Metropolitan Opera Soprano
March 14	University Senate Meeting 3:30 p.m.
March 15	Symphony
March 15	Study Day
March 16-22	Winter Quarter Final Examinations
March 17	Symphony (Twilight)
March 22	Symphony
March 25	End of Winter Quarter - Commencement 8:00 p.m.
March 27-29	Orientation - Registration
March 29	Basketball Mixer
March 29	Symphony
March 30	San Francisco Ballet
April 1-7	Spring Quarter begins
April 4	Social Service Council
April 6-7	Masterpiece Series - Sviatodav Richter - Soviet Pianist
April 7	International Foreign Student Festival
April 7-13	Symphony (Twilight)
April 12	Creative Arts Festival
April 12	Symphony
April 14	Good Friday (Holiday)
April 14	Easter (Holiday)
April 17-18	All Campus Elections
April 18-28	U of M Theatre "Fantastics" (Musical)

April 19	Black Book Dance
April 20-27	Social Service Council
April 26-27	Campus Carnival
May 2	University Senate Meeting - 3:30 p.m.
May 4	Parents Day
May 23	Cap & Gown Day Convocation - 11:30 a.m.
May 30	Memorial Day (Holiday)
June 1-15	Social Service Council Book Drive
June 6	University Senate Meeting - 3:30 p.m.
June 8	Study Day
June 9	Baccalaureate - 3:30 p.m.
June 10	Spring Quarter Final Examinations
June 15	End of Spring Quarter - Commencement 8:00 p.m.
June 17	Summer Session Orientation
June 18	1st Summer Session Begins
July 4	Independence Day
July 18	Commencement 8:00 p.m.
July 20	1st Term Closes
July 22	Second Summer Session Begins
August 22	Commencement 8:00 p.m.
August 24	2nd Summer Session Closes

UNIVERSITY OF MINNESOTA  
 COFFMAN MEMORIAL UNION  
 UNION BOARD OF GOVERNORS  
 1962-1963 PROGRAM BUDGET

<u>AREA</u>	<u>T.K.</u>
<b>CAMPUS</b>	
Welcome Week	2800
Unithon (2)	300
Campus Carnival	250
<b>FINE ARTS</b>	
Art Craft Studio	400
Fine Arts Gallery	500
Talent Associates	300
Creative Society	400
Photo Committee	200
<b>MUSIC</b>	
Christmas Sing	150
Classics	700
Musicale	500
Union Jazz Workshop	800
<b>RECREATION</b>	
Bowling	300
Bridge	150
Chess	150
Co-Rec	250
Outing Events	250
Outing Instruction	0
Outing Equipment	200
Table Tennis-Billiards	100
<b>SOCIAL</b>	
Dance Instruction	200
Single Swing	0
Square Dance	200
Variety Dance	300
<b>VARIETIES</b>	
Charm	300
Stag	300
Noon Programs	1500
<b>SPECIAL EVENTS</b>	
Christmas Semi-Formal	0
Creative Arts Festival	1500
Homecoming Dance	0
Summer Program	2600
<b>TOPICS</b>	
American-Foreign Students	400
Focus	400
Student-Faculty Relations	350
Citizen's Series	500
Graduate	300

<u>AREA</u>	<u>T.K.</u>
<b>PUBLIC RELATIONS</b>	
Ad Agency	\$300
Public Relations Bureau	1000
WMMR	0
Gopher	300
Brochures	200
<b>UNION BOARD ACTIVITIES</b>	
Board Activities	800
Big Ten Convention	300
Merit Reception	700
Christmas Decorations	100
Christmas Cards	75
<b>LEADERSHIP TRAINING</b>	
Union Board Council	150
Personnel	400
Leadership Seminars	25
Retreats	250
<b>PROGRAM DEVELOPMENT</b>	5000
<b>PROGRAM ADMINISTRATION</b>	
Supplies	600
Telephone	650
Postage	200
Equipment	500
Summer Administration	300
Orientation	300
Miscellaneous Overhead - 2%	566
Staff Travel	500
Staff Training	50
Research	50
<b>TOTAL</b>	<b>\$28,866</b>

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

Agenda

May 23, 1962

- I. Minutes of the last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introductions
    - 2) Excuses
    - 3) Summer Meetings
    - 4) Two-day Orientation
    - 5) Orientation Comm.
    - 6) Musicians' Union Report
    - 7) President's Reception
  - B. House and Finance Committee
    - 1) Air conditioning
    - 2) Office Reservations
    - 3) Dirt Room
  - C. Public Relations Committee
    - 1) WMR Contract
    - 2) Pictures
    - 3) Gopher
    - 4) State of Union
    - 5) Announcements
  - D. Program Standing Committee
    - 1) Creation
    - 2) Budget
    - 3) Surprise
    - 4) Co-sponsorship
    - 5) Announcements
  - E. Personnel Committee
    - 1) Chairmanship Approval
    - 2) Interviews.
    - 3) Spring Meeting
- III. Old Business
  - 1) By-Law Change - fir certain
- IV. New Business

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of May 23, 1962

Members present:

Sue Bernstein, Gloria Davis, Marcia Davis, Roger Hauge, Judy Hoy, Pat Meacham, Judy Mitera, Marcia Morse, Myra Shiff, Charles Tremann, Kathy Wagnild, Jack Wartnick, Scott Wilson, Mr. Ed Braman, Dr. David LaBerge, Mr. Gordon Starr, Dr. Donald Zander

Members Absent:

Mr. Walfred Pedersen

Others Present:

Ron Bell - UBC; Al Bernard - Union Jazz Workshop; Betty Heen - Fine Arts Gallery; Dave Herman - WMMR Manager; Barb Pence - Single Swing; Tom Young - Daily; Ted Kaul - Program Director; Pat Kay

The meeting came to order at 7:35 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were approved as read.

Due to the urgency of the situation relating to the co-sponsorship with SFI, President Wagnild gave priority of this matter over other items on the agenda. Judy Hoy, Program Committee Chairman, brought the Board up to date on the co-sponsorship. It had been agreed last week that no entertainers would be brought in, but that records and disc jockeys would be provided by SFI. It now appeared that non-union musicians had been brought in at the last minute.

Discussion took place with Barb Pence of the Single Swing Committee.

<sup>U-5</sup>  
Motion I-28 Jack Wartnick moved that the Board allow the people contracted by the SFI to perform at tonight's Single Swing Dance.

Motion seconded.

<sup>U-6</sup>  
Amended Motion I-29 Roger Hauge moved that the Board allow the non-Union entertainment at the Single Swing Dance this evening.

Motion seconded.

<sup>U-7</sup>  
Substitute Motion I-30 was made in place of Motion I-28 and amended Motion I-29. Roger Hauge moved that the Board allow the contracted musicians to appear at the dance co-sponsored by the Students for Integration and Single Swing, in so far as this complies with the local Musicians Union No. 73 rules which apply.

Substitute Motion I-30 seconded and carried.

Executive Committee Report

- 1) President Wagnild reminded Board members that requests for Board members to be excused from meetings must be turned in by Monday in time for consideration by the Executive Committee.

- 2) President Wagnild said that there would be two Board meetings held during the summer, one in July, and one in the week before Fall Quarter begins. The actual dates will be announced later.
- 3) President Wagnild reported that the series of two-day orientation sessions would start at the beginning of August, on Monday through Thursday nights from 5 - 8 p.m., and would continue until the week before Welcome Week. A Board representative or representatives must be chosen to assist with this program, and anyone interested should consult Kathy, who will pass the name to the Executive Committee for consideration.
- 4) President Wagnild reported that she had received a letter from the Orientation Commission asking the Board to select their representative for next year. Anyone interested should contact Kathy.
- 5) President Wagnild reported that the complete report on the Musicians' Union would be presented at the first summer Board meeting.
- 6) President Wagnild reported that the President's Reception would be held on Sunday, June 3, starting at 4 p.m. UBOG had been asked to send people to the reception to act as hostesses and ushers. Anyone interested should consult Kathy after the meeting.
- 7) Mr. Starr gave a brief talk on The Road Ahead for the Board. He felt that the following matters should be kept in mind and considered carefully:
  - 1) Dirt Room - the new name for this room should be chosen and the decor established so that it can be furnished and ready for Fall use;
  - 2) First floor improvements - we have had for a long time the problem of the use of the area in front of the billiard room, and the need for improvement of the entrance and renovation of the billiard area;
  - 3) Fine Arts Area and TV Lounge - We need to come to some conclusions as to how this area might best be developed for use next year;
  - 4) Ad Agency - the Ad Agency was located on a temporary basis and this area is not desirable in its present condition, and consideration should be given to locating it elsewhere in the building;
  - 5) International Lounge - plans should be made for the opening of this lounge for the Fall quarter;
  - 6) West Bank Union space - if space is allocated in the classroom building, as requested, then we must consider furnishing and vending machines. Rightfully, income from vending machines should go in to offset some of the costs of upkeep;
  - 7) New program challenges - this year's Board has done an excellent job in programming at a reasonable cost. A long range plan should be made for improving programming for next year;
  - 8) Committee Chairmen and members - some better ways and means should be found to bring unity among committee chairmen and committee members;
  - 9) Orientation program - a review is needed as to how the Union can do a better job with orientation; with 50% of the entering freshmen attending the evening orientation programs, there is a need for the Union to reach the other 50% in regards to the services and programs of the Union.

U-8

Motion L-31 Jack Wartnick moved that these matters should be referred to committees to be considered during the summer.

No second. President Wagnild stated that no motion was needed but the Board would want to consider each of these points.

The question of the co-sponsorship between SFI and Single Swing was again raised. Barb Pence from Single Swing and SFI informed the Board that non-Union musicians had been invited to appear and the Union musicians were contracted to appear and would be paid. Considerable discussion took place, during which it became clear that there had been a lack of communication between SFI and Single Swing, and several verbal agreements had been made which were outside the terms of the contract. Barb herself had not know of these last minute arrangements about bringing in musicians. Several Board members stressed that the Board has the control over co-sponsorships. It was explained that the Union performers would be paid but they in turn would donate to SFI.

U-9

Motion L-32 Scott Wilson moved that the Board reconsider Motion L-30 made earlier tonight.

Motion seconded and carried.

U-10

Motion L-33 Roger Hauge moved that the Board allow the invited non-Union musicians and the contracted union musicians to appear at the SFI and Single Swing co-sponsorship dance in so far as this complied with the University policy and the local musicians union No. 73 policy.

Motion seconded.

U-11

Motion L-34 Jack Wartnick moved that debate be limited to two people speaking for the motion and two people speaking against the motion, each person being limited to one minute.

Motion L-34 seconded and carried.

Motion L-33 - tie vote, 6 - 6. The chair broke the tie in favor of the motion. Motion L-33 carried.

Mr. Starr commended Barb Pence on her unruffled conduct throughout this harrassing affair.

#### House and Finance Committee Report

U-12

- 1) Motion L-35 Sue Bernstein moved that the Union Board of Governors allocate the necessary \$12,215.00 to buy the Union's share for the steam absorption pump needed to provide air conditioning in the future.

Motion seconded and carried.

- 2) Sue Bernstein announced that office space had been allocated as follows: MSA - 213 CMU; Gamma Sigma Sigma - 214 CMU; Minnesota Rovers - B-62-G; International Student Council - 203 CMU; IFC and Pan Hellenic - 225 CMU; Sigma Alpha Sigma - B-62-F. There are other applications and space to be assigned.



- 3) Sue reported that several name and decor suggestions for the Dirt Room had been received, but the contest will be extended through finals in order to give more people a chance to enter. More publicity will be issued, and more application blanks will be run off. The best entries will be brought to the Board at its first summer meeting.

#### Public Relations Committee Report

- 1) Dave Herman, WMMR Manager, briefly reviewed WMMR's financial situation, which the old Board had already discussed. Since WMMR had to pay back the \$2000 loan which the Board made last year, David made the following request to the Board: that the Board should approve buying a number of outstanding WMMR contracts - all of them reliable - accepting the incoming money on these contracts, along with a separate amount of money which would altogether come to a total of \$2000. The basic reason for this request is that WMMR's books are closed during the summer whereas the Board's books are open all year round. This means that any money coming in during the summer from contracts has to be laid aside and is not entered in WMMR's books until the Fall Quarter. The Board could pay the money into their books as it came in. The money is technically receivable by June 30. Myra Shiff reported that this matter had been discussed at the Public Relations Committee, and that they had recommended approval of this request.

U-13  
Motion L-36 Myra Shiff moved that the Board buy WMMR's contracts outstanding at the end of the Spring Quarter in partial repayment of the \$2000 loan made last year by UBOG.

Motion seconded.

Considerable discussion took place.

Motion L-36 carried.

- 2) Myra reported that the proofs of the UBOG pictures would be ready for collection on Thursday this week. These will be put into Board members' boxes, and they should make their choice as soon as possible and return the proofs to Myra, so that the prints could be made up and put up in the display case before the end of the quarter.

Some discussion took place as to whether the prints should be glossy or matte. The glossy prints cost \$1.45 each and the matte \$1.80. Mr. Starr said that for purposes of photos in the Daily, prints could only be made from glossy photographs.

U-14  
Motion L-37 Dr. LaBerge moved that the Board approve having a glossy finish for the UBOG photographs.

Motion seconded and carried.

- 3) Myra showed the Board a copy of the 1961-62 Gopher Yearbook. She reported that the contract states that the Board will see the proofs and see the pictures before the Yearbook is made up. Last year, the Board saw neither and several mistakes had been made on the two pages allocated to the Board.

U-15  
Motion L-38 Myra Shiff moved that the Board ask the Gopher for a 10% reduction in the cost of the Union's two pages in the Yearbook.

Motion seconded.

<sup>U-16</sup>  
Substitute Motion L-99 Judy Hoy moved that the percentage of the reduction be altered to read 20%.

Motion seconded.

Substitute Motion and second withdrawn.

<sup>U-17</sup>  
Substitute Motion L-10 Roger Hauge moved that the Board ask the Gopher to give them a 10% reduction in the cost of the Union's two pages and a copy of The Gopher, or else a 20% reduction in the cost of the two pages, if a copy of The Gopher is included in the \$99.50 charge.

Motion seconded and carried.

- 4.) Myra reported that the State of the Union page would now come out on Friday, June 1. Anyone with ideas concerning this page should let her know immediately.
- 5) Myra drew the Board's attention to the Alumni magazine in their folders, and in particular page 20 which held an article about the Creative Arts Festival.

#### Program Committee Report

- 1) Judy Hoy reported that the Graduate Committee has been placed under the Topics area.
- 2) Judy reported that the Program budget was not completed for presentation at this meeting, but would be presented to the House of Finance Committee at their next meeting, and to the Board at the first summer meeting.
- 3) Judy called on various Board members to brief the Board on forthcoming events in their areas. Roger Hauge reported that The Journeymen would be coming to the University on Saturday, May 26. This would be in the nature of an experiment, and if sufficient students were drawn by big-name talent, bookings would be made for big-name entertainers in the future. Marcia Davis said the Union Jazz Workshop on June 1 would feature the Mickey McClain Quintet. Plans were being made for the Fall Quarter, when it was hoped to put on a series of four concerts by the Minneapolis Civic Orchestra.
- 4) Judy presented a draft new co-sponsorship policy, together with a copy of the old co-sponsorship form for comparison. If the Board approves the draft, the new policy will be printed up.

<sup>U-18</sup>  
Motion L-11 Myra Shiff moved that the Board accept the new co-sponsorship policy.

Motion seconded.

Motion and second withdrawn.

Several suggestions were received, as follows: (a) that section G should read: "Normally the Union Board does not donate proceeds of a regular scheduled event"; (b) that section D on page 2 should be reworded since, although the University News Service wants to be kept informed of events on campus, they do not want to have censoring power for off-campus publicity; (c) that section G on page 1 should be cut out altogether, since this could come under section F.

The Executive Committee will have the right to pass the new co-sponsorship policy until the first summer meeting in the event of a co-sponsorship, and the Board will take action on the policy at the first meeting.

- 5) Judy asked all Board members who had not yet had their interview to put notes in her box, saying when they could see her.
- 6) Judy stressed the importance of planning ahead to avoid last minute confusion in programming.

#### Personnel Committee Report

- 1) Pat Meacham announced that the Personnel Committee had approved the following chairmanship appointments: Kit Finley - Talent Associates; Sandy Fangmeier - Art Craft Studio; Betty Heen - Fine Arts Gallery; Brian Crook - Photo Committee; Amanda Baldrige - Coffman Musicals; Dick Dierks - Union Jazz Workshop; Mike Hitchcock - Ski Train; Margaret Tressell - Outings Events; Bob Saloway - Chess; Alice Gibson - Dance Instruction; Bob Sklar - Single Swing; Dan Peitso - Square Dance; Kathy Hamer - Variety Dance; Carolyn Wagnild - Homecoming Dance; Dan Paskewitz -- American Foreign Students; Jeff Brodtkin - Citizens Committee; Sherril Jacotel - Noon Programs; Judy McComb -- Charm Committee; Bob Thon - UBC Adviser; Barb Sirmal - Personnel Bureau; Julie Argue - PR Bureau; Jay Tomley - WMMR.
- 2) Pat reminded Board members that there were still many chairmanships open, and they should do their best to find people interested in the different areas. The Executive Committee will approve chairmanships during the summer.
- 3) Pat outlined plans for the Spring Summit to be held on Saturday this week. Board members should be there no later than 9 a.m. and the meeting is not expected to continue after 1 p.m. Board members not able to attend, should let her know.
- 4) Pat urged Board members who needed applicant information from files to get this through Lynn Ye or herself, since there had lately been cases where information had been given out which should have been confidential.

#### Old Business

- 1) Roger Hauge informed the Board that Motion L-40, passed earlier this evening, had been wrongly stated, and should read: "Moved that the Board ask the Gopher to give them a 20% reduction in the cost of the Union's two pages and a copy of the Gopher, or else a 10% reduction in the cost of the two pages, if a copy of the Gopher is included in the \$99.50 charge."

<sup>U-19</sup>  
Motion-42 Moved that the Board reconsider Motion L-40.

Motion seconded.

<sup>U-20</sup>  
Substitute Motion L-43 Myra Shiff moved that the Board rescind the original Motion L-40 and refer it to the Public Relations Committee.

Substitute Motion L-43 seconded and carried.

- 2) By-Law change tabled until the next meeting.
- 3) Marcia Davis suggested that the Union might follow the example of other unions with respect to car rides. She had noticed that they sometimes put up a permanent map of the entire United States, and pegs were used to denote areas where students lived who would be willing to give car rides to other travellers. Mr. Starr suggested that this idea might also be used effectively in Minneapolis to help solve the parking problem, with a map of the Twin Cities, and pegs for car rides for different areas.
- 4) Jack Wartnick reported that a verbal co-sponsorship agreement had been made between the Union and the Sports Car Association for a gymkhana to be held this coming Saturday on the river flats. Under this agreement, the Union was to provide people who would watch over the area and control crowds. It now appears that, due to misinterpretation, the Union is expected to supply ten people to help watch over the event, hand out flyers, take license plate numbers, and various other duties, as well as contributing \$200 to the event. Another complication is that this area is normally used as a parking area, and owners of the cars must be contacted for their permission to tow their cars out of the way until the end of the event.

Considerable discussion ensued which emphasized the extreme importance of having an absolute co-sponsorship policy.

<sup>U-21</sup>  
Motion ~~U-21~~ Roger Hauge moved that this issue be referred to the Recreation Area and the Program Standing Committee to take action to the best interests of the Board.

Motion seconded and carried.

#### Announcements

- 1) Roger Hauge invited all Board members to his parents' cabin on Balsam Lake, Wisconsin, this coming Sunday, May 27. Anyone interested should meet at the Union at 9 a.m. and rides will be provided.
- 2) Kathy Wagnild announced that Karen Cravens, House and Finance Committee Chairman on last year's Board, is to be married on Monday, June 11, and the Board as a whole is invited to attend. Anyone interested in contributing towards a wedding gift should contact Kathy.
- 3) Mr. Starr announced that Alice Jacobson, Senior Account Clerk, would be replaced by David Knops, as she and her husband will be leaving the state. Lynn Ye, Program Consultant, and her husband will also be leaving the state. Miss Louise Moberly will be transferred from the Art Craft Studio to the Program Consultant position, thus leaving a vacancy in the Art Craft Studio position.

Meeting adjourned at 10:30 p.m.

Respectfully submitted,

Gordon L. Starr,  
Recording Secretary

UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

APPLICATION FOR CO-SPONSORSHIP

This policy has been established to assist the Coffman Union Board of Governors, and its committees in the fulfillment of its obligation to provide cultural, recreational, and social programming for the University community through joint sponsorship of specific programs with non-Union groups.

- A. The organization requesting co-sponsorship must pursue objectives which are of overall value to the University or one of its colleges.
- B. 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.
- C. The organization requesting co-sponsorship must be able to provide the following type of cooperation:
  1. contacting the union committee while the prospective program is still in the planning stage.
  2. submitting a co-sponsorship form at least two weeks before the Wednesday of the week that the event is to take place, and if the program is scheduled for Monday, Tuesday, or Wednesday, the form must be in three weeks previous.
  3. have a membership large enough to adequately share in the work load entailed by the proposed program (see SECTION 2, page 3).
  4. have the financial responsibility to sponsor such a program.
- D. All University of Minnesota and Department of Student Union Policies which apply to student activities must be adhered to.
- E. Final interpretation of this policy shall remain with the Union Board of Governors and its committees, and the Department of Student Unions.
- F. Any exceptions to this policy may be brought to the Program Standing Committee for consideration.
- G. All Coffman Memorial Union pass privilege cards which apply to similar events sponsored solely by the Union, must be honored at the proposed program.
- H. Under ordinary circumstances, the financial participation of the Union committee shall not exceed 50% including losses incurred in the proposed program.

**SPECIFIC CONDITIONS:**

- A. All publicity shall clearly indicate equal sponsorship by the Union Board of Governors and the co-sponsoring group.
- B. Commercialism of any nature will be prohibited (as defined in SAB Policies Manual).
- C. Any program must be open to the entire student body.
- D. All publicity must have the expressed approval of both parties prior to release in addition to the above.

**CO-SPONSORSHIP AGREEMENT:**

We, the Undersigned, hereby agree to abide by the conditions of co-sponsorship as prescribed in the above points.

Signed: \_\_\_\_\_  
Vice President and Program Chairman  
Union Board of Governors

Signed: \_\_\_\_\_  
Co-Sponsoring Representative

Organization: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairman, Union Sponsoring Committee

Signed: \_\_\_\_\_  
Director of Student Unions and  
Assistant Professor

Date submitted \_\_\_\_\_

1. Name of Sponsoring groups:

\_\_\_\_\_

2. Detailed description of proposed program (including names of any speakers, bands, names of intermission entertainment, time schedule of events, any other pertinent information).

3. Date of proposed program \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

4. Program arrangements (to be completed in detail)  
Please indicate if an item is not to be used.

FINANCIAL	UNION	CO-SPONSOR	MAXIMUM COST ESTIMATE
Audio Visual			
Room Rental			
P.A.			
Ticket Printing & Programs			
Refreshments			
Custodial Services			
Student Employees			
Decorations			
Miscellaneous			
Publicity (Daily ads, posterboard, etc.)			
<b>PROPOSED TOTAL BUDGET</b>			
<b>TICKET PRICE</b>			
<b>PROGRAM RESPONSIBILITIES</b>			
Program Features			
Decorations			
Host and Hostesses			
Clean Up			
Chaperones			

UNION

CO-SPONSOR

MAXIMUM COST ESTIMATE

PUBLICITY DISTRIBUTION

Daily stories (Feature or release)

Posters and fliers			
Loudspeakers			
Radio and TV			
Downtown papers			
Other			
5. Additional arrangements			



UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

PROGRAM STAFF ASSIGNMENTS

1962 - 1963

TED KAUL - PROGRAM DIRECTOR

Staff Supervisor and Coordinator  
Staff Training  
Departmental Liaison  
Office Administration  
Policy Administration  
Program Research  
\*Program Committee  
Union Board Council

LOUISE MOBERLY - PROGRAM CONSULTANT

PUBLIC RELATIONS AREA

WMMR

\*Public Relations Committee

Advertising Agency

Speaker's Bureau

FINE ARTS AREA

Fine Arts Gallery

Art Craft Studio

Talent Associates

Creative Society

Photo Committee

PAT MATTHEISEN - PROGRAM CONSULTANT

SOCIAL AREA

Dance Instruction

Single Swing

Square Dance

Variety Dance

SPECIAL EVENTS AREA

Creative Arts Festival

Homecoming

Summer Programming

Christmas Semi-Formal

DAVID PETERSON - ART CRAFT STUDIO

SUPERVISOR

Art Craft Studio

SHIRLEY CLARK - PROGRAM CONSULTANT

MUSIC AREA

Christmas Sing

Classics Corner

Coffman Musicale

Union Jazz Workshop

TOPICS AREA

American-Foreign Students

Focus

Student-Faculty Relations

Citizen's Series

Graduate Student Committee

ERIK ERICKSON - PROGRAM CONSULTANT

VARIETY AREA

Charm

Noon Program

Stag

CAMPUS AREA

Campus Carnival

Unithon

Welcome Week

TO BE ASSIGNED

RECREATION AREA

Bowling

Bridge

Chess

Co-Rec Nights

Outing Events

Table Tennis-Billiards

Ski Train

PERSONNEL AREA

\*Personnel Committee

Personnel Bureau

Leadership Training

Orientation

\*Representing Mr. Starr

7/25/62

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

PROGRAM ATTENDANCE REPORT

I Summer Session, 1962

AREAS and ACTIVITY	1961	1962
<b>SOCIAL AREA</b>		
Open House	1625	1850
Finals Finale	600	500
Noon Programs	840	182
Square Dance	985	1051
Patio Dance	710	833
Terrace Dance	720	590
Dance Instruction	441	171
President's Reception	400	450
<b>CULTURAL AREA</b>		
Art Craft Studio	444	351
Art Craft Studio Workshops	54	210
Special Events	293	1075
Hi Fi Listening	410	329
<b>RECREATION AREA</b>		
Billiard Room (evenings)	145	109
Bowling Lanes (evenings)	762	1091
Games	-	28
Bridge Instruction	60	57
Outing Trips and Rentals	100	429
TV Lounge Programs	-	157
<b>TOTALS</b>	<b>9337</b>	<b>9330</b>

7/24/62  
ba

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

PROGRAM ATTENDANCE REPORT  
Spring Quarter, 1962

AREAS and COMMITTEES	1961		1962	
	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
<b>FINE ARTS AREA</b>				
Art Craft Studio	1	48	7	3405
Fine Arts Gallery	2	60	2	250
Talent Associates	11	1257	7	1345
<b>TOTAL</b>	<b>14</b>	<b>1365</b>	<b>16</b>	<b>5000</b>
<b>GRADUATE AREA</b>				
Graduate Programming	3	309	1	40
<b>TOTAL</b>	<b>3</b>	<b>309</b>	<b>1</b>	<b>40</b>
<b>MUSIC AREA</b>				
Classics Corner	3	357	1	1000
Coffman Musicale	11	5652	4	1112
Union Jazz Workshop	3	2685	22	2117
<b>TOTAL</b>	<b>17</b>	<b>8694</b>	<b>27</b>	<b>4229</b>
<b>RECREATION AREA</b>				
Outing Events	3	464	5	2516
Co Rec Nights	4	526	6	2661
Bridge	8	703	1	22
Bowling	4	414	10	379
Chess	-	-	2	212
<b>TOTAL</b>	<b>19</b>	<b>2107</b>	<b>24</b>	<b>5790</b>
<b>SOCIAL AREA</b>				
Dance Instruction	8	445	8	1020
Single Swing	8	2940	7	3991
Square Dance	7	498	6	285
Variety Dance	3	504	3	517
<b>TOTAL</b>	<b>26</b>	<b>4387</b>	<b>24</b>	<b>5813</b>

1961

1962

AREAS and COMMITTEES	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
<b>SPECIAL EVENTS AREA</b>				
Campus Carnival	-	-	1	2000
Creative Arts Festival	1	75	1	800
<b>TOTAL</b>	<b>1</b>	<b>75</b>	<b>2</b>	<b>2800</b>
<b>TOPICS AREA</b>				
American-Foreign Students	4	4630	8	5469
Focus	9	2018	7	1100
Student-Faculty Relations	6	700	4	197
<b>TOTAL</b>	<b>19</b>	<b>7348</b>	<b>19</b>	<b>6766</b>
<b>VARIETY AREA</b>				
Charm	2	695	2	141
Noon Programs	21	15,675	24	18,200
Stag	3	360	0	0
<b>TOTAL</b>	<b>26</b>	<b>16,730</b>	<b>26</b>	<b>18,341</b>
<b>PERSONNEL AREA</b>				
Personnel Cake Hours	1	30	3	53
Merit Reception	1	173	1	241
<b>TOTAL</b>	<b>2</b>	<b>203</b>	<b>4</b>	<b>294</b>
<b>TRAINING</b>				
Union Board Council	9	316	11	405
Spring Retreat	1	6	1	10
Counselor Orientation	1	16	1	40
Summit	1	29	1	22
<b>TOTAL</b>	<b>12</b>	<b>367</b>	<b>14</b>	<b>477</b>
<b>PUBLIC RELATIONS AREA</b>				
President's Reception	1	800	1	550
Tours	4	187	-	-
WMMR	0	0	1	500
<b>TOTAL</b>	<b>5</b>	<b>987</b>	<b>2</b>	<b>1050</b>
<b>GRAND TOTALS</b>	<b>344</b>	<b>12,572</b>	<b>350</b>	<b>20,600</b>
<b>SERVICE AREAS</b>				
Fine Arts Gallery	Weeks	Attendance	Weeks	Attendance
Art Craft Studio	11	1580	10	15,000(est.)
Outing Equipment Rentals	10	117	11	1499
Talent Referrals	10	9	10	81
			10	9
<b>TOTALS</b>		<b>1706</b>		<b>16,589</b>

UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

FINANCIAL REPORT, SPRING QUARTER 1962

AREAS and COMMITTEES	*BAL. BEGIN. SPRING QUARTER	INCOME	ACCOUNTS PAYABLE	ACTUAL EXPENSE	BALANCE
<b>FINE ARTS AREA</b>					
Art Craft Studio	\$190.95	\$104.84	\$ 16.00	\$270.08	\$ 9.71
Fine Arts Gallery	167.14	0	19.80	273.84	428.50
Talent Associates	384.11	0	45.00	411.58	472.47
<b>GRADUATE AREA</b>					
Graduate Students	354.50	0	0	312.39	42.11
<b>MUSIC AREA</b>					
Classics Corner	137.11	58.69	.35	149.05	46.40
Coffman Musicale	245.87	566.34	11.02	1144.93	483.74
Union Jazz Workshop	75.70	424.30	24.75	312.93	162.32
Christmas Sing	6.74	6.74	0	0	0
<b>RECREATION AREA</b>					
Bowling	94.88	248.80	5.00	119.57	29.35
Bridge	69.06	0	0	26.35	42.71
Chess	168.82	0	0	85.18	83.64
Table Tennis--Billiards	26.14	23.86	14.85	0	35.15
Co-Rec Nights	102.97	0	3.75	22.27	76.95
Outing Instruction	100.00	0	0	50.00	50.00
Outing Events	8.27	427.72	33.20	155.40	230.85
Ski Train	648.11	0	0	644.36	3.75
<b>SOCIAL AREA</b>					
Dance Instruction	201.43	213.05	0	342.30	72.18
Single Swing	526.89	503.37	0	1030.26	0**
Square Dance	37.91	259.74	0	221.23	76.42
Variety Dance	303.08	485.90	3.20	1962.28	1732.56
<b>SPECIAL EVENTS</b>					
Homecoming	7.49	8.57	0	0	1.08
Welcome Week	0	0	0	87.00	87.00
Christmas Semi-Formal	1.50	0	0	1.53	0.03
Creative Arts Festival	1402.56	0	30.50	1029.67	342.39
Campus Carnival	300.00	0	14.00	263.34	22.66
<b>TOPICS AREA</b>					
American-Foreign Stud.	106.81	0	6.40	127.25	30.21
Focus	286.02	0	9.90	280.33	30.21
Student-Faculty Rel.	42.17	356.62	5.00	95.63	298.16
<b>VARIETY AREA</b>					
Charm	193.02	0	5.80	93.04	94.18
Noon Programs	183.53	200.00	66.80	311.09	5.64
Stag	208.03	0	0	100.30	107.73

Beginning balance will differ from winter quarter report adjusted balance since adjustments are included in income or expense columns.

\*Profits of \$871.27 transferred to WMMR leaving a balance of 0.

DEPARTMENTS and COMMITTEES	*BAL. BEGIN. SPRING QUARTER	INCOME	ACCOUNTS PAYABLE	ACTUAL EXPENSE	BALANCE
<b><u>PUBLIC RELATIONS</u></b>					
WMMR	#0	\$5111.37	\$227.22	\$4860.56	\$ 23.59
Ad Agency	\$118.18	0	0	23.09	95.09
P.R. - Publicity	716.25	0	.81	634.64	80.80
Brochures	189.24	0	0	32.95	156.29
Gopher	300.50	0	0	300.50	0
<b><u>UNION BOARD ACTIVITIES</u></b>					
Board Activities	394.20	0	51.98	466.67	234.45
Christmas Decorations	4.00	4.00	0	0	0
Christmas Cards	51.07	0	0	16.07	35.00
Big Ten Convention	250.00	150.00	212.30	328.27	110.17
Merit Reception	700.00	300.00	356.49	876.98	223.17
<b><u>LEADERSHIP TRAINING</u></b>					
Personnel	197.03	70.00	0	176.58	90.45
Union Board Council	26.19	91.70	0	241.96	96.97
Leadership Seminars	21.00	0	0	2.50	18.50
Retreats	151.61	48.39	38.15	43.37	118.48
<b><u>ADMINISTRATION</u></b>					
Supplies	238.41	56.10	0	161.09	133.42
Telephone	158.75	50.00	13.45	140.70	54.60
Postage	104.58	110.10	0	93.00	121.68
Equipment	160.51	0	0	150.15	10.36
Orientation	280.80	0	0	180.80	100.00
Miscellaneous (overhd)	70.00	0	0	0	70.00
Staff Travel	164.74	50.00	225.85	149.69	140.10
Staff Training	41.63	0	4.05	4.50	33.08
<b>PROGRAM EXPANSION</b>	<b>4031.72</b>	<b>873.10</b>	<b>0</b>	<b>1559.84</b>	<b>3344.98</b>
<b>GRAND TOTALS</b>	<b>14,102.30</b>	<b>10,803.30</b>	<b>1445.62</b>	<b>20,367.09</b>	<b>3092.89</b>

#Balance beginning fall quarter since WMMR operates on a yearly basis.

6/19/62  
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UNIVERSITY OF MINNESOTA  
Coffman Memorial Union

ANNUAL PROGRAM ATTENDANCE REPORT

1961 - 62

AREAS and COMMITTEES	1960 - 61		1961 - 62	
	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
<b>FINE ARTS AREA</b>				
Art Craft Studio	16	1216	22	5623
Fine Arts Gallery	18	120	4	490
Talent Associates	16	2302	16	2810
Creative Society	4	297	--	--
<b>TOTAL</b>	<b>54</b>	<b>3935</b>	<b>42</b>	<b>8923</b>
<b>GRADUATE AREA</b>				
Graduate Programming	11	587	7	292
<b>TOTAL</b>	<b>11</b>	<b>587</b>	<b>7</b>	<b>292</b>
<b>MUSIC AREA</b>				
Classics Corner	5	375	18	11,263
Coffman Musicale	21	10,917	19	8192
Union Jazz Workshop	16	10,898	46	7142
Christmas Sing	3	4000	3	5300
<b>TOTAL</b>	<b>45</b>	<b>35,100</b>	<b>86</b>	<b>34,897</b>
<b>RECREATION AREA</b>				
Co-Rec Nights	15	2543	22	5457
Outing Events	5	1292	8	2673
Outing Instruction	3	62	--	--
Bowling	17	1100	22	862
Bridge*	16	2161	10	245
Chess*	0	0	10	829
Table Tennis-Billiards	3	53	1	60
Ski Train	1	120	1	137
<b>TOTAL</b>	<b>60</b>	<b>7331</b>	<b>75</b>	<b>10,353</b>
<b>SOCIAL AREA</b>				
Dance Instruction	24	2647	24	4200
Single Swing	23	9123	23	13,989
Square Dance	23	2228	22	1571
Variety Dance	9	2308	13	7409
<b>TOTAL</b>	<b>79</b>	<b>16,306</b>	<b>82</b>	<b>37,169</b>

\*Listed as one committee last year.

AREAS and COMMITTEES	1960-61		1961-62	
	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
<b>TOPICS AREA</b>				
American-Foreign Students	13	5492	16	6871
Focus	14	2248	13	1330
Student-Faculty Relations	8	765	15	599
<b>TOTAL</b>	<b>35</b>	<b>8505</b>	<b>44</b>	<b>8800</b>
<b>VARIETY AREA</b>				
Charm	15	3284	7	1017
Noon Programs	89	72,961	92	75,750
Stag	3	360	7	1480
<b>TOTAL</b>	<b>107</b>	<b>76,605</b>	<b>106</b>	<b>78,247</b>
<b>PERSONNEL AREA</b>				
Personnel Coke Hours	15	619	15	783
Awards Luncheon	—	—	1	125
Merit Reception	1	173	1	241
<b>TOTAL</b>	<b>16</b>	<b>792</b>	<b>17</b>	<b>1149</b>
<b>TRAINING AREA</b>				
Leadership Seminars	2	21	2	41
Spring Board Retreat	1	29	1	10
Summit	1	80	2	108
Union Board Council	30	921	32	2492
Counselor Orientation	5	73	1	40
UBOG Training Sessions	3	21	2	25
<b>TOTAL</b>	<b>42</b>	<b>1055</b>	<b>40</b>	<b>2716</b>
<b>PUBLIC RELATIONS AREA</b>				
Advertising Agency	1	12	1	17
WMMR	2	5500	3	605
President's Reception	3	2200	3	2150
Tours	5	217	2	45
20th Anniversary Program	2	306	—	—
<b>TOTAL</b>	<b>13</b>	<b>8255</b>	<b>9</b>	<b>2827</b>
<b>SPECIAL EVENTS</b>				
Coffman Capers	1	4000	1	4000
Homecoming	1	4400	1	4400
Christmas Semi-Formal	1	470	1	578
Big Ten Conference	1	45	—	—
Creative Arts Festival	2	90	1	800
Mort Sahl-Limalighters	1	4500	—	—
Bob Newhart	1	2866	—	—
Campus Carnival	—	—	1	2000
Unithon	—	—	1	1200
<b>TOTAL</b>	<b>8</b>	<b>14,371</b>	<b>5</b>	<b>12,978</b>
<b>GRAND TOTALS</b>	<b>159</b>	<b>154,922</b>	<b>152</b>	<b>155,251</b>



AREAS and COMMITTEES	1960-61		1961-62	
	NO. EVENTS	TOTAL ATTENDANCE	NO. EVENTS	TOTAL ATTENDANCE
SERVICE AREAS				
Fine Arts Gallery	figures not kept		28 wks.	50,000 (est)
Art Craft Studio	35 wks.	3830	35 wks.	5,033
Outing Equipment	35 wks.	406	32 wks.	366
Talent Referrals	figures not kept		32 wks.	24
TOTAL		4236		55,429

7/25/62  
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UNIVERSITY OF MINNESOTA  
COFFMAN MEMORIAL UNION  
UNION BOARD OF GOVERNORS

AGENDA

July 25, 1962

- I. Minutes of last meeting
- II. Standing Committee Reports
  - A. Executive Committee
    - 1) Introduction of new faculty representative
    - 2) Orientation Commission
    - 3) Next Meeting
    - 4) Two Day Orientation
    - 5) Director's Report
    - 6) Excuses
    - 7) President's Reception
  - B. House and Finance Committee
    - 1) Office Assignments
    - 2) Dirt Room
  - C. Public Relations Committee
    - 1) Brochures
      - a. Welcome Week
      - b. Areas
    - 2) Open House
    - 3) Food Services
    - 4) Public Relations News
  - D. Program Committee
    - 1) Co-Sponsorship Policy
    - 2) Summer Programming Report
    - 3) Welcome Week
    - 4) Spring Quarter Attendance Report
    - 5) Program Budget
  - E. Personnel Committee
    - 1) New Chairmen
    - 2) Chairmanship Openings
    - 3) Two-Day Orientation
- III. Old Business
- IV. New Business
  - A.
  - B.
- V. Announcements
- VI. Adjournment

UNIVERSITY OF MINNESOTA UNION BOARD OF GOVERNORS

Meeting of July 25, 1962

Members Present

Gloria Davis, Marcia Davis, Judy Hoy, Pat Meacham, Judy Mitera, Marcia Morse, Myra Shiff, Charles Tremann, Kathy Wagnild, Jack Wartnick, Scott Wilson, Dr. Frank Buckley, Mr. Walfred Pedersen, Mr. Gordon Starr

Members Absent

Sue Bernstein, Roger Hauge, Mr. Ed Braman, Dr. David LaBerge, Dr. Donald Zander

Others Present

Judy Kaplan - Chairman, Summer Programming; Ron Moe - Past President; Erik Erickson - Program Consultant; Dick Moriarty - Past President, Union Board of the University of Pittsburgh; Ted Kaul - Program Director; Darcy Martin

The meeting came to order at 7:55 p.m. in Room 346 of Coffman Memorial Union.

The minutes of the last meeting were corrected as follows:

The chairman of the Single Swing for the coming year is Thomas Sklar.

Executive Committee Report

- 1) President Wagnild introduced Dr. Frank Buckley, Associate Professor of English as the new faculty member.
- 2) President Wagnild announced that Scott Wilson had been appointed as the Board's representative to the Orientation Commission.
- 3) President Wagnild announced that if it were agreeable with the Board, the next Board meeting would be held on Tuesday evening, September 11, the week before Welcome Week.
- 4) President Wagnild reported that Pat Meacham and Judy Hoy were selected to represent the Board at Two-Day Orientation.
- 5) President Wagnild called upon Mr. Starr to give the Director's Report. Mr. Starr said that although he had not had official word concerning Coffman Union funds, he was reasonably sure that the \$61,000 to be set aside for Union renovation had been met the past year. This should please everyone, Mr. Starr said, as this is the first time in a number of years that we have balanced the year's books. The past several years, we have had a deficit in the amount to be placed in the renovation fund.

Mr. Starr announced some staff changes for the coming year. Mrs. Diane Payne, Program Consultant, will not be with us as she is expecting a family. Mrs. Pat Kay is leaving so that she can be free to do extensive traveling before returning to England in June of 1963. Mrs. Kay will be replaced by Mrs. Donna Harrison, a former member of the Union staff.

Being that there had been questions raised regarding the policy on costs to the Union Board members attending Union functions, Mr. Starr stated the policy in this matter. If the member will cause an additional expense by attending an event, this cost should be met by the Board member. Mr. Starr gave the example of the Ski Train. However, if the presence of the member would not make an additional expense, he may use his Union pass card; dances and the like would come under this heading. Mr. Starr felt that no member would want to be placed in a position where he could be criticised by others regarding his action.

Mr. Starr announced that following the end of Spring Quarter, the Musicians' Union made a visit and scaled the Terrace and the Game Room for five men. This is the same scale as the Main Ballroom. The Union seemed to feel that when events scheduled for the Terrace had to be moved indoors due to inclement weather and were then scheduled for the Main Ballroom, the Union was not following the scale for the Main Ballroom. In past times, three or four men have been used for the Terrace and Game Room. On Tuesday, July 24, Mr. Starr met with a representative of the Musicians' Union and discussed this problem with him. The Musicians' Union representative who did the previous scaling has been invited to come back and review the situation. Mr. Starr will report any developments to the Board at the next Board meeting. Students have indicated their approval of the use of records if the cost of live bands becomes too high for summer programs.

- 6) Mr. Pedersen was excused for the last meeting.

#### House and Finance Committee

- 1) Judy Mitera gave the House and Finance Committee report in the absence of Sue Bernstein. Judy asked the Board to approve the following office assignments for the coming year:

B-62B - Board of Residence Halls  
B-62E - Paving Club  
B-62D - Law Club  
B-62H - Toastmasters Club  
Room 347 - YDFL-YRC  
Room 348 -

Myra Shiff asked that Room 347 be assigned to the Ad Agency for various reasons: 1) better lighting; 2) better security; 3) better location; 4) better storage.

U-1  
Motion L-45 It was moved that the office assignments be referred back to the House and Finance Committee for further consideration.

Motion seconded and carried.

- 2) Judy said that the House and Finance Committee had been working on a name for the Dirt Room and eliminated it down to two, The Gopher Hole and the Down Under. The committee's choice was the Down Under because of the versatility of the decor. It would be a flexible design whereas the Gopher Hole would be more rigid as to choice of decor. Discussion regarding the name ensued.

U-2  
Motion 1-16 It was moved that the area under the cafeteria be named "The Down Under".

Motion seconded and carried.

Program Committee

- 1) Judy Hoy called upon Judy Kaplan to give a report on Summer Programming. Judy called attention to the Summer Session attendance report given to each Board member. She gave a brief resume of summer events. Judy said that the Gourmet Tours had been very well received and would be continued the next session, also the square dances were doing very well. Because the Terrace Dances involved large costs, no theme or decorations would be used this next session. The bridge tournament was well attended, but bridge instruction started off strong and dwindled. Thus, during the second summer session, bridge parties would be held instead. All in all, it was felt that the first summer session programming was very successful. Several worthwhile events are coming up in the second summer session, Judy said. First of all, an excellent exhibit is on at the present time in the Art Gallery of African photography. Also there would be a bridge tournament and a Gourmet Tour to New Ulm.
- 2) Judy brought the Co-sponsorship policy before the Board for approval. Discussion following regarding Section H of the policy. There was some question as to whether it would be possible to make exceptions to this rule. It was pointed out that Section F would be an out for making exceptions.

U-3  
Motion 1-17 Myra Shiff moved that the Board approve the Co-sponsorship policy.

Motion seconded and carried.

- 3) Scott Wilson reported on the plans developing for Welcome Week. Scott said that the committee felt that the program this year should be a Unithon with the name "Coffman Capers" given to the dance. Scott pointed out that the Welcome Week program was the biggest single recruiting program of the year. Scott reported that the Coke Hour would be held as in the past. Also that it was hoped that the "Down Under" would be ready for Welcome Week. Myra suggested that perhaps the Casino could incorporate games that would be suggestive of each of the areas so that the freshmen could become acquainted with the various areas of committee work. Scott said that plans would be developing quite abbit from now on for Welcome Week and that the Board members would be contacted as to what their particular areas would be expected to do for the Capers.
- 4) Judy Hoy pointed out that Spring Quarter attendance and financial reports were included in the Board folders along with the annual attendance report. Judy said that program attendance was up 13% and events were up 9% over last year.
- 5) Judy presented the 1962-63 Program Budget to the Board for approval. The amount set for the budget is \$26,000.

U-4  
Motion 1-45 Judy Hey moved that the Board accept the Program Budget.

Motion seconded and carried.

### Personnel Committee Report

- 1) Pat Meacham reported that the following chairmanships had been approved: Ron Bell - Stage Committee; Ron Robertson - Speakers Bureau; Terry Nagle - Temporary Chairman of the Ad Agency for the summer.
- 2) Pat reminded Board members that several chairmanships were still open and that they should be filled as soon as possible. Board members should aid in recruiting people for these positions.
- 3) Pat pointed out that Board members were required to attend four of the Two-Day Orientation meetings with dinner starting at five o'clock. Pat passed around a list of the dates and requested Board members to sign up for four of the sessions. Pat said that this was a good opportunity to speak to people about Union work.

### Public Relations Bureau

- 1) Myra Shiff said that in the past, two brochures had been prepared for the Union, one for Orientation and one for Welcome Week. Myra said that a new and clever brochure was being made to draw attention to the Union. The new brochure would be of a cartoon nature and should be an "attention getter." It was pointed out that the 20th Anniversary brochure was down to only 400 copies and that perhaps an additional printing should be made, because many felt that if the new brochure were not ready for Orientation, the Union should have something included in the Orientation packets. Myra said that she would look into the possibilities of having more of the brochures printed and this would be done so that they would be assured of having something to include in the packets.
- 2) Myra said that she thought that it would be a good idea for each of the areas to set up a brochure of their own emphasizing and explaining their program.
- 2) It was brought out that perhaps during the first or second week of school an Open House affair could be held in the Union emphasizing programming. Also tours of the Union's facilities could be held to acquaint students with what the Union has to offer in the way of activities for those people who do not feel like working on the programming end of the Union but would enjoy using the facilities of the Union.
- 3) Myra said that she was taking a class in Public Relations that was going to use the Union as a Public Relations project. She felt that perhaps many good suggestions for Public Relations could be gleaned from this.
- 4) Myra reported on the Liaison Committee and said that the Board's help was needed in a research study of Food Service. She said that student opinions and concrete criticisms or praise were needed. She asked each Board member to write their name, address, and phone number on a piece of paper and state their views on any one or more of the Union food facilities.

Old Business

- 1) Mr. Starr reported that following the Merit Reception, several people contacted him to see whether copies could be obtained of the Governor's speech. A copy had been made of the speech from the tape made at the Reception. This was sent to the Governor's Secretary. After making some minor changes, the secretary sent back the copy and permission was granted by the Governor to have the speech printed.

New Business

- 1) Ted Kaul said that Mr. Starr had called some of the National Booking Agencies to check on the availability of certain performers for the Homecoming Dance. Ted requested that a straw vote be taken to check the Board's reaction to these groups. The following are the groups contacted so far:

The Highwaymen - \$1750  
The Four Saints - \$1150 - four votes  
The Terriers - \$1500  
Peter Merrill - \$2000  
Teddy Wilson - \$1500  
Ivy League Trio - \$1250  
Bobby Hackett - \$1750  
Smothers Brothers - \$1750 - 4 votes

Announcements

- 1) Mr. Starr said that the furnishings for the "Down Under" should be ordered very shortly if it was to be ready for the opening of school. He added that he felt that the cost would be around five or six thousand dollars. Mr. Getchell would be working on the arrangements. Final approval would come through the House and Finance Committee and the Executive Committee, as the decision would have to be made before the next Board meeting.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Gordon L. Starr,  
Recording Secretary

dm