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The Board of Trustees of the State University of New York met in regular session on the 24th day of January, 1933, at the Hotel Hamilton, New York City, at 10:30 A.M. The following members were present: Mr. Clifford B. Jones, Chairman, Mr. Roscoe Kilham, Vice-Chairman, Mr. Stephen Herlihy, Secretary, Mr. E. J. Conover, Mr. Stiles H. England, and Mr. S. J. Stone.

Minutes of the previous meeting were read and approved.

Read in his order of precedence was the report of Dr. Edward Knapp, which contained a copy of his analysis of the activities of the Board of Legislative Education to organize and conduct.

BOARD MINUTES  
JANUARY 24, 1933

Dr. Jones outlined a plan to report the Board to the State University of New York to organize and conduct the Board of Legislative Education. The Board approved the plan of President Jones, and asked that everything possible be done by the Legislative Education Board, as well as the College organization, to assist in the projects which are service of Tech College.

At twelve o'clock the Board adjourned over the noon hour and met in the Hotel Hamilton where they had lunch together, after which the consideration of other important College matters was continued.

The meeting was adjourned at 1:30 P.M. on the 24th day of January, 1933.

The Chairman of the Board, Mr. Jones, suggested that an invitation be extended to several of the prominent leaders

Lubbock, Texas  
January 24, 1933

The Board of Directors of the Texas Technological College met in regular session in the office of Dr. Bradford Knapp, President of the College, at ten o'clock A.M. on the above date. The check of the roll showed the following members present: Mr. Clifford B. Jones, Chairman, Mr. Roscoe Wilson, Vice-Chairman, Mr. Houston Harte, Treasurer, Mr. R. A. Underwood, Mr. Riley Strickland, and Mr. R. A. Stuart.

Minutes of the previous meeting were read and approved.

Next in the order of business was the report of Dr. Bradford Knapp, which consisted chiefly of his analysis of the reports of the Board of Education and Legislative Committee on organization and economy.

Dr. Knapp outlined in his report his ideas of a campaign to defeat any effort to emasculate Texas Technological College. The Board approved the plans of President Knapp, and urged that everything possible be done by the Legislative Committee of the Board, as well as the College organization, to preserve the present status and service of Tech College.

At twelve o'clock the Board members recessed over the noon hour and went to the Hilton Hotel where they had lunch together, after which the consideration of other important College matters was continued.

On motion by Mr. Strickland, seconded by Mr. Wilson, the name of Mr. Stuart was added to the Legislative Committee.

The Chairman of the Board, Mr. Jones, suggested that an invitation be extended to several of the prominent Lubbock

citizen friends of the College to meet and discuss with the Board members ways and means that, in their judgment, would be advisable in the combine attack on the two reports, as well as prospective legislation which promised to be very hurtful to the school system generally and especially Tech College.

In response to the invitation of the Board quite a number of prominent citizens of Lubbock, representing the Board of City Development, Lubbock Chamber of Commerce, and the various civic clubs met with the Board and very generously entered into the discussion of the College difficulties, and were kind enough to offer valuable suggestions relative to the campaign to protect the College and this section of the State during the 43rd Legislature, which convened on January 12.

Mr. Clifford B. Jones, Chairman of the Board, expressed to the Citizens Committee the deep appreciation of the Board of Directors and College organization generally for the wonderful assistance and wise counsel of these good friends of Tech College.

Further reference was made in the Board meeting to the question of dormitory erection, but definite action was deferred until sometime in the future, and Mr. Strickland, Mr. Wilson, and Mr. Stuart were requested by the Chairman to look further into the question of legality of the proposed financing of these dormitories.

The Board of Directors urged the President of the College and the Business Manager to lend every assistance to the Citizens Committee to compile all data and information available at the College for the use of the Committee and their representative at Austin, which the President of the College assured the Board would be forthcoming.

There being no further business appearing, the Board adjourned.

s/ Clifford B. Jones  
President

s/ W. T. Gaston  
W. T. Gaston, Secretary

Meeting of the Board of Directors of the Tech College held at the office of the President of the College, Lubbock, Texas, at 10:00 A. M. on November 11, 1932.

The Board of Directors of the Tech College held a meeting at the office of the President of the College, Lubbock, Texas, at 10:00 A. M. on November 11, 1932.

Minutes of a previous meeting of July 2 and minutes of the meeting of the Executive Committee of the Board were approved, with corrections.

A check of the roll showed all members of the Board present, as follows: Chairman, Clifford B. Jones; Vice-Chairman, Hoscoe Wilson; Board Members: Mr. Philip Jones, Mr. E. A. Stuart, Mr. Robert Taylor, Mr. E. E. Fife, Secretary, General John E. Hiler. **BOARD MINUTES**  
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Dr. Frank E. Sharp next presented his report covering any items of vital importance to the College.

On motion by Mr. Carpenter, seconded by Mr. Wilson, the question of the erection of dormitories for the College was referred to the Building Committee, with instruction to Mr. E. A. Stuart of Port Worth to ascertain what could be done in that regard.

On motion by Mr. Wilson, seconded by General Fife, the Board went on record as favoring a change from the present system to a semester system, beginning with September, 1933.

On motion by General Fife, seconded by Mr. Wilson, the Board ratified the actions of the Executive Committee.

On motion by Mr. Carpenter, seconded by Mr. Fife, the Board adjourned.

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BOARD MINUTES

NOVEMBER 11, 1932

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...There being no further business ...

...President ... Secretary ...

Lubbock, Texas,  
November 11, 1932.

The Board of Directors of the Texas Technological College met in regular session in the office of the President of the College, Dr. Bradford Knapp, at ten o'clock A. M. on the above date.

Minutes of a previous called meeting of July 2 and minutes of the meeting of the Executive Committee of the Board were approved, with corrections.

A check of the roll showed all members of the Board present, as follows: Chairman, Clifford B. Jones; Vice-Chairman, Roscoe Wilson; Mr. John W. Carpenter; Mr. Thomas Johnson; Mr. R. A. Stuart; Mr. Houston Harte; Mr. Riley Strickland; General John A. Hulen; and Mr. R. A. Underwood.

Dr. Bradford Knapp next presented his report covering many items of vital importance to the College.

On motion by Mr. Carpenter, seconded by Mr. Wilson, the question of the erection of dormitories for the College was referred to the Building Committee, with instructions to Mr. R. A. Stuart of Fort Worth to ascertain what could be done in that regard.

On motion by Mr. Wilson, seconded by General Hulen, the Board went on record as favoring a change from the term system to a semester system, beginning with September, 1933.

On motion by General Hulen, seconded by Mr. Wilson, the Board ratified the actions of the Executive Committee.

On motion by Mr. Carpenter, seconded by Mr. Strickland,

the Board urged Dr. Knapp to resist any attempt to curtail the activities and services of the Texas Technological College.

On motion by Mr. Underwood, seconded by Mr. Wilson, the Board authorized Dr. Knapp to use his best judgment in the matter of permitting organization of societies among the student body, with especial attention to the one known as the Blue Key Society.

On motion by General Hulen, seconded by Mr. Strickland, the question of the purchase of the college post office equipment be left to the judgment of the Business Manager.

On motion by Mr. Strickland, seconded by Mr. Wilson, the Board requested Mr. Carpenter to use his influence with the Graybar Electric Company in an effort to have the purchase price of the football lighting equipment reduced to the minimum, and with instructions to the Business Manager to pay for same at the first payment date if money was found available.

On motion by Mr. Carpenter, seconded by Mr. Harte, the question of full payment of amounts due for the Intertype machine be referred to the Local Affairs Committee for such disposition as their best judgment might suggest.

On motion by General Hulen, seconded by Mr. Strickland, the matter of request for a hearing for the purpose of discussing the question of tenure in the Texas Technological College was declared a closed issue with request that the Chairman of the Board so advise the party making the request.

On motion by Mr. Wilson, seconded by Mr. Underwood, the Business Manager was given authority to contract for one more telephone trunk line to increase the efficiency of the service of the College.

On motion by General Hulen, seconded by Mr. Carpenter, the depository bond made by the First National Bank to secure the College funds was approved. Mr. Wilson, a member of the Board of Directors of the College, being a stockholder of the said First

November 11, 1932

National Bank of Lubbock, Texas, did not vote on this motion.

Mr. John W. Carpenter, Chairman of the Executive Committee, reported that his committee would prepare and offer the resolution on the services of the late Mrs. F. N. Drane at the next meeting.

The Chairman of the Board, Mr. Clifford B. Jones, made a report that following his conference with Dr. Bradford Knapp on July 2, Dr. Knapp had accepted the position as President of the Texas Technological College, beginning September 1, 1932; his salary to be the salary appropriated from time to time by the Legislature. On motion by Mr. Carpenter, seconded by Mr. Underwood, the action of the Chairman was approved.

There being no further business appearing, the Board adjourned.

(Signed) Clifford B. Jones  
President

Secretary



Lubbock, Texas,  
June 5, 1933.

The Board of Directors of the Texas Technological College met in the office of Dr. Bradford Knapp, President of the College, at two o'clock Monday afternoon, June 5, in accordance with the requirements of the By-Laws. A check of the roll showed the following members present: Mr. Clifford B. Jones, Chairman, Mr. Roscoe Wilson, Vice-Chairman, Mrs. Emma G. Meharg, Mrs. John A. Haley, Mr. Joe T. Sneed, General John A. Hulen and Senator R. A. Stuart. President Bradford Knapp and Secretary W. T. Gaston were also present.

The minutes of the meeting of January 24, 1933, were read and approved.

It was moved by General Hulen, seconded by Senator Stuart, and unanimously carried, that the Board should send a resolution, expressing the appreciation of the Board for the fine cooperation with the College during the recent session of the Legislature, to the following citizens of Lubbock: Mr. A. B. Davis, Mr. Spencer A. Wells, Mr. C. E. Maedgen, Judge E. L. Klett, Mr. J. O. Jones, Mr. B. C. Smith, Mr. Charles A. Guy and Mr. Walter Myrick.

President Knapp reported that the House bill proposed to cut the appropriations for the Texas Technological College thirty-five per cent, the Senate bill twenty-five per cent, but the final compromised bill showed a decrease in appropriation of twenty-seven and eight-tenths per cent.

On motion by Senator Stuart, seconded by Mrs. Haley, the budget for the summer session of 1933 was approved as presented by President Knapp. The salary scale for the summer session was fixed at sixty per cent of the regular salary scale.

Mr. A. B. Davis, Mr. Spencer A. Wells, Mr. C. E. Maed-

gen and Mr. Charles A. Guy, members of the Executive Committee of the Chamber of Commerce, met with the Board on invitation of the Chairman to discuss the future policy of the institution. Each gentleman made several suggestions to the Board which will be helpful in the future. Mr. Davis suggested that the school needs to sell itself to the people of Texas; that it is a young institution, and that the alumni can be of more service than other people. He stated that publicity derived from various activities of the school is exceedingly helpful, such as offering services to the cattlemen, having a Feeder's Day, arousing interest of wool growers and other people through the hand loom, having faculty members study the resources of West Texas and give publicity to such resources as brick clay. He also suggested that Mr. Cecil Horne, Publicity Director of the College, and Mr. Garnet Reeves, Publicity Director of the Chamber of Commerce, could work together on material to be sent to West Texas newspapers. He further suggested that following up students by writing letters should do much good. Mr. Guy stated that if citizens could get the publishers of the larger newspapers of Texas to visit Lubbock, Tech would receive much benefit from the visit. Mr. Wells suggested that it might be helpful to organize the student body during the summer so as to get people interested in Tech. The Board asked this committee to continue its organization for the next two years.

Dr. Bradford Knapp, President of the College, presented his report to the Board, which covered items as follows:

I. The new law provides for a full report of each institution at the end of the State's fiscal year. The President reported that a full and complete report would be made on August 31, giving the progress of the work of the institution, its entire financial receipts and expenditures, enrolment, etc.

## II. The Results of the Session of the Legislature.

(a) The appropriation for the year 1932-33 is \$428,300.00, while the appropriation made for each year of the next biennial period is \$308,907.50, not including Summer School. This is a reduction of 27.8%. The Legislative bill presents an itemized budget, which fixes salaries for all positions contained in the law.

(b) He called attention to the fact that no local funds can be used for the purpose of supplementing salaries contained in the Appropriation Act, and that the State institutions

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are fortunate in having their local funds rest under the control of the Board of Directors and the administration of the institution.

(c) Section Four of the Act provides that all institutions shall keep their financial accounts in accordance with recommendations of the Committee on Standard Reports for Institutions of Higher Education. The Board gave authority to place the accounting system of the College on this standard form after September 1, 1933. The motion was made by General Hulen and seconded by Senator Stuart.

(d) It is provided in the law that no property can be sold or disposed of without the consent of the Governing Board of the institution. On motion by General Hulen, seconded by Senator Stuart, authority was given to the Executive Committee to sell milk, livestock and other property of the institution from time to time.

(e) Section Ten provides that the Boards shall select depository banks. On motion by General Hulen, the Board gave the Executive Committee authority to select a depository bank, or banks, at the expiration of the contract with the present depositories, to fix the amount of bond to be posted as security for the deposit, and to agree with the depository on the interest rate for the institution's deposit. The selection of the Executive Committee will be approved at the October meeting of the Board.

(f) Section Thirteen of the Act provides that no funds or any of the institutions named in the bill, except the University of Texas, the A. and M. College, College of Industrial Arts and Texas Technological College shall hereafter be used for on in behalf of the Extension Service.

(g) Section Seventeen changes the fees from \$5.00 to \$10.00 per student per six weeks term of the Summer Session. The same provision is contained in the Act making appropriations for the

Summer School of 1933.

(h) Paragraph B of Section Seventeen increases the tuition fees for the regular term, but the figure will not be known until final copy of the bill is received. The preliminary report contained in the House Journal of May 29 fixes the fee at not less than \$40.00 and no more than \$50.00 for each undergraduate student; not less than \$50.00 nor more than \$75.00 for each graduate student; and not less than \$100.00 nor more than \$150.00 for each non-resident student. Newspaper reports state that the final bill fixes the fees for undergraduates at \$50.00 instead of leaving a range from \$40.00 to \$50.00. It was moved by General Hulen, seconded by Mrs. Haley, and passed, that in case the final Act should show a choice in fees that the President be authorized to agree with other State institutions regarding a uniform fee under the provisions of the Act.

(i) Paragraph Nineteen provides that the President, by and with the consent of the Governing Board, shall be authorized to transfer employees contained in the appropriations therefor from one department to another. In the budget submitted, no transfers were made, but the President was given authority to make these transfers in case emergencies should arise in the future.

(j) The bill places specific restrictions on travel funds, which will be enforced.

(k) Section Twenty-Seven makes it impossible to employ two members of the same family, such as husband and wife or minor child, in this institution or any other institution or department of the State government. However, the last sentence specifically permits the employment of husband and wife now engaged as teachers or research members of bureaus in any of the State institutions. The President reported that he therefore took it for granted that the employment of Dr. and Mrs. W. B. Gates was approved by the bill. It was moved by Mr. Wilson, seconded by Mrs. Meharg, and carried, that President Knapp be permitted to obtain an opinion from the Attorney General regarding the employment of Mrs. Olive Holden, wife of Professor W. C. Holden, and Mrs. Louise Allen, wife of Mr. J. G. Allen.

### III. Enrolment

A complete report was given showing the figures on

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enrolment at this institution for the regular session 1932-33, making a comparison with the enrolment for 1931-32, in four ways:

(a) Head count enrolment from September 1 to the end of the long session.

(b) The actual net students in attendance each term of the long session.

(c) The total credit hour registrations for each term of the long session for the two years.

(d) The actual net full-time students obtained by dividing the term credit hours registrations by fifteen and the total credit hour registrations for the year by forty-five.

### IV. Estimated Income for 1933-34.

(a) There is a State appropriation of \$308,907.65.

(b) The balance of the income is contingent almost entirely upon student enrolment. If the fall semester enrolment should be as much as 1,800, in spite of the increase in fees, and if the spring semester enrolment should be 1,600, the total income from fees would be \$90,000.00, compared with the income from fees for the present year of \$49,134.50. Course fees for 1932-33 amounted to \$11,899.50 and library fees amounted to \$5,458.00. Therefore, fees for the past year amounted to \$68,191.50.

(c) If enrolment should be 1,000 for the first semester and 1,200 for the second semester, fees would amount to

\$64,000.00. Probably \$5,000.00 additional fees might be obtained from sales funds and laboratory deposits for breakage.

(d) The available income for 1933-34 would range from \$377,907.65 to as high as \$403,907.65, without counting course fees. The median between these would be about \$387,906.65.

(e) Three alternatives were submitted: (1) Continuation of course fees, (2) the elimination of course fees, and (3) a reduction of course fees to one dollar.

(f) Every salary in the budget, which is fixed by law, is the exact amount contained in the Act. Every salary from local funds is on exactly the same salary schedule as contained in the Act.

#### V. Balances.

(a) The President reported that at the end of the fiscal year there will be an unobligated balance of approximately \$16,355.88, and stated that this amount would be held in reserve.

#### VI. Recommendations.

The following recommendations were approved:

(a) On motion by Mr. Wilson, seconded by General Hulen, Acting Dean O. V. Adams was made Dean of Engineering.

(b) It was moved by General Hulen, seconded by Senator Stuart, and carried, that Professor W. C. Holden's title be changed to "Professor of History and Anthropology and Director of Archaeological Research" as a recognition of his outstanding work in the field of anthropology and archaeology.

(c) The Departments of Agronomy and Horticulture were

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consolidated into one department known as the "Department of Plant Industry", covering the subject matter now covered by both departments. This was in the interest of economy and consolidation.

(d) On motion by General Hulen and seconded by Mrs. Haley, Professor Carl L. Svenson was named "Acting Registrar and Head of the Department of Engineering Drawing" at the salary fixed in the Act for the Registrar, to become effective at once. Miss Evelyn Clewell was named "Assistant Registrar" at a salary of \$1,200.00, which is the salary fixed in the Legislative Act.

(e) It was moved by Mr. Wilson, seconded by Mrs. Meharg, and passed, that the President's recommendation that Dr. W. B. Gates be named "Assistant Dean" in the Division of Arts and Sciences under Dean Gordon at the same salary he would draw under the new bill be adopted.

(f) On motion by General Hulen and seconded by Mr. Wilson, the recommendation was approved to employ two part-time assistants in the President's Office.

(g) It was moved by General Hulen and seconded by Mr. Wilson that Dean J.M. Gordon be given the title of "Dean of the Division of Arts and Sciences and Dean of Men" -- his duties and relationships to be arranged by the President. The motion carried.

(h) On motion by General Hulen, seconded by Senator Stuart, the Department of General Home Economics was changed to "Department of Home Management" with the same personnel.

(i) On motion by General Hulen, seconded by Senator Stuart, the name of the School of Agriculture was changed to the "Division of Agriculture"; the School of Engineering to the "Division of Engineering"; the School of Home Economics to the "Division of Home Economics"; and the School of Liberal Arts to the "Division of Arts and Sciences."

(j) It was moved by Mr. Wilson and seconded by General Hulen that the Department of Military Science be separated from the Department of Physical Education. The motion passed.

(k) Assistant Professor A. B. Strehli of the Department of Foreign Languages was given leave of absence for one year to pursue his studies in Foreign Languages at another institution, and Professor Montell E. Ogdon was granted leave of absence for the academic year 1933-34 to accept a fellowship at the University of California in International Law, given by the Carnegie Endowment for International Peace. The motion was made by Mr. Wilson and seconded by General Hulen. It was agreed that there should be an understanding that the Board would be under no obligation to give these gentlemen contracts for 1934-35 if it was not deemed advisable.

(l) Professor E. H. Plank was appointed to replace Professor Montell E. Ogdon at a salary of \$1,875.00 for nine months, and the matter of replacing Professor A. B. Strehli was left to the President to be filled at the salary fixed in the Appropriation Act, but the President was authorized to leave the place vacant in case the work can be carried by the present staff.

(m) On motion by Mr. Wilson, seconded by General Hulen, it was directed that all contracts for teachers and other employees be required to be signed by the President and counter-signed by the Business Manager as Secretary of the Board.

#### VII. Catalog

(a) The President reported that the material for the new catalog was almost ready for publication. He stated that it had been reshaped so as to more nearly present the different lines of work for which the institution was intended.

(b) Courses have been set up leading to the degree of Bachelor of Science in Chemistry, Physics and Biology not heretofore presented. Options are being presented in the Department of Textile Engineering, Textile Design and Textile Chemistry and a course in Commercial Art in connection with the Department of Architecture. All these courses have been set up without additions in personnel.

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(c) Work in German, Latin and French is confined to two years and offerings are limited in a number of other directions.

(d) Senator Stuart moved that the President's recommendation be adopted that a sum not to exceed \$2,000.00 to be used at the discretion of the President for the activities of the Extension Service, and that the department be authorized to function on its income from fees paid for extension classes and correspondence work, plus the sum designated. This motion was seconded by General Hulen and unanimously carried.

#### VIII. Course Fees.

(a) The Pollard Fee Bill authorizes a charge not exceeding \$4.00 for any one year for any one student in any laboratory course. In many courses at this institution the charges are the maximum fee permitted. The result has been that instead of paying \$30.00 per year as fees at this institution, freshman students in Agriculture have to pay as high as \$50.00 to \$54.00 a year. The same is true of Engineering, Home Economics and students taking majors in Physics, Chemistry and Biology.

(b) Investigation of the situation leads to the conclusion that the cheapness of the courses in general subjects in Liberal Arts has had a tendency to increase the enrolment in that division of the institution and to decrease the enrolment in the technical divisions.

(c) The Teachers Colleges charge only one dollar for each laboratory course per year as a course fee. The course fees at this institution range from 50¢ to as high as \$4.00 -- a large number of Chemistry courses being at the latter figure.

(d) President Knapp Recommended that (1) course fees be absolutely abolished, or (2) that they be reduced to not more than one dollar for each laboratory course per year, with the ex-

ception of typewriting courses which may be left at the present figure. He stated that if this is not done the fees for Texas students at this institution in technical courses will run close to \$75.00 a year, and the result will be to prevent the institution, as it has in the past, from developing along the lines for which it was intended, for which situation the institution has been cruelly criticized and has suffered immeasurably.

It was moved by Senator Stuart, seconded by General Hulen and Mrs. Haley, and unanimously passed, that in view of the increased tuition fees no course fees shall be charged students, with the exception of fees for typewriting courses.

#### IX. Laboratory Deposits.

(a) The institution has had a miscellaneous number of laboratory and library deposits, causing a large amount of book-keeping in various departments and a burden upon students taking technical courses. The President reported that often a larger deposit has been required to cover breakage than is needed under any good system of combined breakage deposits. He recommended that the President and the Administrative Officers of the institution be authorized to work out a plan for a blanket breakage or contingent deposit, against which will be charged library fines, loss of library books, breakage in laboratory courses and general individual damage to the institution's property, and that in case a student shall exhaust the amount originally required to be deposited that such student be required to make an additional deposit. He recommended that the President and Administrative Council be authorized to fix this deposit for all students at from \$6.00 to \$10.00 per student.

On motion by Mr. Wilson, authority to charge a flat deposit was given.

#### X. Special Matters.

(a) It was moved by General Hulen, seconded by Mr. Wilson, that an appropriation of \$150.00 be made from the available balance of the institution for the present year to complete two new hand looms for the Department of Textile Engineering, and that the College be authorized to offer a short course in the operation of hand looms for the weaving of wool during the summer. It was agreed that this

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course should be financed out of fees received and that the short course should not be offered for college credit. The motion carried.

(b) The budget for the year 1933-34 was presented. On motion by Senator Stuart, seconded by Mrs. Haley, the budget was approved in its entirety. The President requested that changes in the budget, which may be necessary after the new fiscal year progresses, shall be made only on authority of the President, subject to approval of the Board or Executive Committee. Two or three cases were cited where changes might be made necessary. It was moved by General Hulen, seconded by Senator Stuart, and carried, that President Knapp's recommendations be adopted.

(c) Authority was given to permit the use of the Gymnasium for local community purposes, such as the meeting of the Plains-Panhandle Singing Convention on June 17 and 18, and at such other times as it seems necessary to use the facilities of the institution in assisting in educational and other meetings of the community.

(d) The President reported that some baseball enthusiasts in Lubbock wished to develop a baseball park North of the football field between the North end of the present football stadium and Fourth Street. On motion by General Hulen, seconded by Senator Stuart, it was agreed that these people be notified that the Attorney General has ruled that the College cannot lease its land.

#### XI. Student Labor.

(a) President Knapp recommended a uniform schedule for different classes of student labor with the rate for non-technical labor to be fixed at from fifteen to twenty-five cents per hour; for semi-technical labor from twenty-five to thirty-five cents per hour; and for technical labor from thirty-five to forty cents per hour. He also recommended that the Head of Department or other officer should present full statement of duties, rate of pay, and hours of employment for each student employed by the department before students can be employed.

(b) The President recommended that the President and Business Manager be authorized to reform the method of handling requisitions and to establish the rule that no purchases can be made and no orders be given without proper requisition, drawn against the proper appropriation or allotment of funds, and that at his discretion the President may require any or all departments to submit requisitions to the President for approval before liability can be incurred.

(c) The President asked that the Board designate him as the Executive Officer of the Board and the only officer having the power to decide any emergency questions, subject to approval of the Executive Committee.

On motion by General Hulen, seconded by Senator Stuart, Business Manager Gaston was given authority to complete the steam tunnel from the main system to the Agricultural Building and to pay the expenses out of the operating balance for the year. The Business Manager stated that a previous bid on the work showed it would cost approximately \$2,200.00, but that the cost might be reduced by this time.

It was moved by General Hulen that the action of the Executive Committee be approved in giving the Business Manager authority to spend \$460.00 for repairing the water tower.

On motion by General Hulen, seconded by Mrs. Meharg, the Lubbock Sanitarium was given the hospital contract for one year beginning September 1, 1933, on the basis of the present contract with the West Texas Hospital.

It was moved by Senator Stuart, seconded by Mr. Wilson, and carried, that the committee appointed to see if anything could be done to secure dormitories for the College should continue its work.

On motion by Senator Stuart, seconded by Mr. Wilson, authority was given to expend money to put new doors in the Gymnasium so as to improve the ventilation facilities and make it easier for crowds to come in and out of the building.

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The following resolution offered by General Hulen, seconded by Mr. Wilson, and adopted unanimously, was sent to Mr. R. A. Underwood, Mr. Riley Strickland and Mr. Thomas Johnson, whose terms have expired:

"The Board of Directors of Texas Technological College expresses to Messrs. R. A. Underwood of Amarillo, Texas, Thomas Johnson of McKinney, Texas, and Riley Strickland of Amarillo, Texas, whose appointments to the Directorate of this Board expired on January 1, 1933, its deep appreciation of their devoted and unselfish service to this institution. Their loyalty and counsel have been an inspiration to this Board and invaluable to the College in its formative period. We are grateful to them for the time and effort they have given, and it is our desire that the minutes of this meeting shall reflect this appreciation, and that copies hereof shall be furnished them by the Secretary of the Board."

There being no further business, the Board adjourned on motion by General Hulen.

Fort Worth, Texas  
September 2, 1933

Office of Gen. John A. Hulen, at a called meeting of the Building Committee and the Executive Committee of the Board of Directors of the Texas Technological College.

The following members of the Board were present: Hon. Clifford B. Jones, Chairman of the Board; Gen. John A. Hulen, Chairman of the Building Committee and member of the Executive Committee; Hon. John W. Carpenter, Chairman of the Executive Committee and member of the Building Committee; and Hon. R. A. Stuart, member of the Building Committee. Thus there were present two members of the Executive Committee and three members of the Building Committee, together with the Chairman of the Board. The Hon. Clifford B. Jones presided at the meeting. President Knapp appeared before the two committees and submitted a number of matters for decision.

At the request of President Knapp, on motion by General Hulen, seconded by Mr. Carpenter, the following were unanimously passed: Fixing the rules of the institution regarding fees of students taking less than twelve hours of credit work and fees of out-of-State students, viz:

All fees and deposits are payable at the beginning of each semester in September and January.

In all Divisions and Departments of the Texas Technological College, every student who is a resident of the State of Texas is required to pay a registration and tuition fee of \$25.00 for each semester, provided said student takes twelve or more hours of credit work.

In case the student takes less than twelve hours of credit work, the scale of charges for resident students shall be as follows:

Three credit hours of work . . . . .	\$ 7.50
Four credit hours of work . . . . .	9.50
Five credit hours of work . . . . .	11.50
Six credit hours of work . . . . .	13.50
Seven credit hours of work . . . . .	15.50
Eight credit hours of work . . . . .	17.50
Nine credit hours of work . . . . .	19.50
Ten credit hours of work . . . . .	21.50
Eleven credit hours of work . . . . .	23.50
Twelve credit hours of work . . . . .	25.00

With reference to registration and tuition fees for non-resident students, the following is the law of the State of Texas:

"From each non-resident student, who registers for twelve or more semester or term hours of work, an amount equivalent to the amount charged students from Texas by similar schools in the State of which the said non-resident shall be a resident, said amount to be determined and fixed by the governing boards of the several institutions in which said students may register, but in no event shall such amount be less than that charged to students resident in Texas. Provided, however, that if this paragraph shall be held to be unconstitutional or void from any cause, there shall be collected from each non-resident student the sum of one hundred dollars (\$100.00) for each semester or sixty-six dollars and sixty-seven cents (\$66.67) for each term. A non-resident student is hereby defined to be a student of less than twenty-one (21) years of age, living away from his family and whose family resides in another State, or whose family has resided within this State for a period of time less than twelve (12) months prior to the date of registration, or a student twenty-one (21) years of age or over, who resides out of the State or who has resided within the State for a period of less than twelve (12) months prior to the date of registration."

Under the provisions of this Act, the following fees have been determined as the fees paid in several States by students from Texas who might be attending similar schools in the States named:

<u>State</u>	<u>Institution</u>	<u>Fees per year</u>	<u>Fees per semester</u>
Alabama	Alabama Polytechnic Inst.	\$115.00	\$57.50
Arizona	Arizona University	180.00	90.00
Arkansas	Arkansas University	80.00	40.00
California	California University	200.00*	100.00*

\*Institutions charging \$200.00 or more.

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<u>State</u>	<u>Institution</u>	<u>Fees per year</u>	<u>Fees per semester</u>
Colorado	Colorado Agri. College	\$ 71.00	\$ 35.50
Georgia	Georgia University	200.00*	100.00*
Idaho	Idaho University	60.00	30.00
Illinois	Illinois University	125.00	62.50
Indiana	Purdue University	125.00.	62.50
Iowa	State College	136.00	68.00
Kansas	State College (old students)	74.00	37.00
	(new students)	89.00	44.50
Kentucky	Kentucky University	106.00	53.00
Louisiana	University & A&M College	60.00	30.00
Massachusetts	State University	200.00*	100.00*
Maryland	State University	200.00*	100.00*
Michigan	State College	150.00	75.00
Minnesota	State University	90.00**	45.00**
Mississippi	State College	105.00	52.50
Missouri	State University	125.00	62.50
Montana	State College	125.00	62.50
Nebraska	State University	110.00**	55.00**
Nevada	State University	150.00	75.00
New Hampshire	State University	200.00**	100.00**
New Jersey	Rutgers University	136.00	68.00
New Mexico	New Mexico A&M College		
	(old students)	81.00	40.50
	(new students)	86.00	43.00
North Carolina	University	184.50	92.25
North Dakota	University (old students)	93.00	46.50
	(new students)	103.00	51.50
Ohio	State University	200.00*	100.00*
Oklahoma	A. & M. College	50.00	25.00
Oregon	University	200.00*	100.00*
Pennsylvania	University	200.00*	100.00*
Rhode Island	University	150.00	75.00
South Carolina	Clemson College	150.00	75.00
South Dakota	University	105.00	52.50
Tennessee	University	171.00	85.50
Utah	Agricultural College	132.00	66.00
Vermont	University	200.00*	100.00*
Virginia	Va. Polytechnic Inst.	200.00*	100.00*
Washington	University	183.00	91.50
West Virginia	University	107.50	53.75
Wisconsin	University	200.00*	100.00*
Wyoming	University	60.00	30.00

United States Possessions and Foreign Countries

Provinces of Canada

Alberta	University of Alberta		
	Law	110.00	55.00
	Graduate	60.00	30.00

	All Others	85.00	42.50
British Columbia	Univ. of British Col.	To Come	To Come
Manitoba	Univ. of Manitoba	To Come	To Come
Ontario	Univ. of Toronto		
	Arts & Sciences	100.00	50.00
	Bus. Admin.	135.00	67.50
	Engr. & Law	200.00*	100.00*
	Ed. & Graduate	50.00	25.00
Quebec	McGill University		
	Engr. & Law	200.00*	100.00*
	Bus. Admin.	175.00	87.50
	Graduate	70.00	35.00
	All Others	150.00	75.00
Saskatchewan	Univ. of Saskatchewan		
	Law	120.00	60.00
	Engr. Pharmacy, & Bus. Admin.	110.00	55.00
	Graduate, Arts, Education	90.00	45.00
Hawaii	Univ. of Hawaii	120.00	60.00
Cuba		To Come	To Come
Republic of Mexico	Nat'l Univ. of Mexico	50.00	25.00
Philippine Islands	University of Manila	50.00	25.00
All other Foreign Countries		200.00*	100.00*

\*Institutions charging \$200.00 or more

\*\*Difficult to figure exact fees.

Said fees are therefore fixed as the fees to be charged in case of students taking less than twelve (12) hours of credit work and the fees of students from the several states named in the above tabulation.

Where students from out of the State of Texas take less than twelve (12) hours of work, proportionately lower fees may be charged.

At the request of President Knapp, the following action was taken: It was moved, seconded, and carried that in case of graduate students from out of the State who are holding positions as fellows or graduate instructors, a salary adjustment might be made by the President to take care of the out-of-State fees of such graduate fellows or instructors, such graduate fellows or instructors to pay all other fees as required by law.

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At the request of President Knapp, Dr. C. C. Schmidt, of the Department of Physics, who was Chairman of the Committee on Schedules, was allowed a salary of \$250.00 for work during the summer in preparing the schedules for the year 1933-34, which work required his time during the summer on account of the change from the three-term-plan to the two-semester-system and the many changes involved in the new catalog. The \$250.00 allowed for this compensation to be paid out of the general balances of the institution, and not charged to the summer school or to instruction. President Knapp stated that Dr. Schmidt was not employed for summer school teaching at any time during the summer school of 1933.

President Knapp asked an allowance of \$170.00 from the Summer School of 1933 as compensation for Dr. J. O. Ellsworth of the Department of Agricultural Economics for the second term of the Summer School, during which term Dr. Ellsworth had seven students in agricultural economics in an extensive, practical travel class, visiting farm areas and experimental stations in other States, extending from the beginning of the second term of the Summer School to September first. College credit was allowed these students for the work performed on the trip. Motion was carried without dissent.

President Knapp submitted the proposal for the College to purchase a press and other equipment necessary to set up a printing shop on the campus for the purposes of the student paper, known as "The Toreador", and other miscellaneous small printing of the student body and the College. The cost of the press and equipment was stated by President Knapp, from a letter filed herewith by Mr. Cecil Horne, director of journalism and publicity, to be approximately \$3,258.98. It was moved by Mr. Carpenter, seconded by General Hulen, that the President be authorized to look into this matter with care and to ask Director Houston Harte to go over the proposal and if necessary inspect the press. It was decided that such purchase might be made provided Mr. Harte approved and also provided there were ample funds in the unobligated balances of the institution to warrant this expenditure without seriously jeopardizing the balance in the treasury.

Various other less important matters were discussed but no definite action was taken. The meeting then resolved itself into a meeting of the Building Committee, to which Mr. Wyatt C. Hedrick was invited to present certain plans for new buildings to be financed, if legal and feasible, under the provisions of the National Recovery Act or the Public Works Act. Mr. Hedrick presented the plan and also the

following letter, dated August 31, 1933, addressed to General John A. Hulens:

"As Chairman of the Building Committee for the proposed dormitories for girls and boys, Gymnasium, Recreation Building, et cetera, for Texas School of Technology, Lubbock, Texas, wish to submit herewith the original tracing and copy of blue prints as follows:

DORMITORY FOR BOYS	
Total Double Bed Rooms	146
Total single bed rooms	10
Total number of students possible to take care of	302
Estimated cost (without furniture)	\$ 225,000.00

DORMITORY FOR GIRLS	
Total Double Bed Rooms	123
Total single bed rooms	7
Total number of students possible to take care of	253
Estimated cost (without furniture)	200,000.00

Gymnasium, Recreation Building, etc., without any equipment,	
Estimated cost	<u>250,000.00</u>

Total estimated cost of 3 buildings, without any equipment	\$ 675,000.00
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Estimated cost of fixtures, furniture, dishes, kitchen equipment, is as follows:	
Dormitory for Boys	\$ 50,000
Dormitory for Girls	40,000
Gymnasium, Recreation Building, etc.	<u>25,000</u>
	\$ 115,000
	\$790,000.00

No attempt has been made to analyze the amortization of these buildings, but if they are built fireproof it is our

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understanding you can obtain a loan for 35 years at 5 percent.

I have had up the matter of plans for revised dormitories and Recreation Building with Dr. Knapp, and he has tentatively approved the original sketches and this is a further development of same. We will be pleased to work with the college authorities and work out a table to see how long it will take to amortize this loan based on what they feel the students can pay on all buildings, and continue our efforts to get this in proper shape to present to the Public Works Administration if you so desire, or do anything else within our power to help put this work through.

It is understood now, and always has been, that there is no obligation on the part of your Committee, the College, Board of Regents, or the State, for what we have done or may be doing, but only ask your consideration if the loan is secured, that we be permitted to continue our work on the basis of five percent for making the plans and supervising the work.

As formerly stated, and wish further to bring out, that we are under obligations to Burnham Brothers, Inc., Architects of Chicago, for the original inception and beginning of this proposed building program, and we will handle direct with them as and when the work should go ahead.

You understand the estimated costs as given in the set-up are subject to revision on final development of the plans."

After a thorough discussion, the following action was taken:

Motion made by Mr. Carpenter, seconded by Mr. Stuart, and carried:

"That the committee in session today express their appreciation for the work that the Building Committee has done, and that Mr. Hedrick, the Architect, has done, in assisting them in the way of getting



Fort Worth, Texas  
December 9, 1933.

A called meeting of the Board of Directors of the Texas Technological College was held at the office of General John A. Hulen, Fort Worth, Texas, December 9, 1933. The following were present: Mr. Clifford B. Jones, Chairman, Mr. John W. Carpenter, General John A. Hulen, Senator R. A. Stuart, Mrs. Emma G. Meharg, Mrs. John A. Haley, and Dr. Bradford Knapp, President of the College.

Senator Stuart made a complete and comprehensive report regarding the steps taken by the Building Committee to perfect the legal requirements under the application of the Texas Technological College to the Public Works Administration for a loan and grant of \$650,000.00, notice of the approval of which was obtained from Washington on December 1.

After full and complete discussion of the matter, the Board took up and discussed the employment of an architect. General Hulen then made the following motion:

That Wyatt C. Hedrick, Inc., be selected and appointed Architect for the two contemplated dormitories; that he be allowed a fee of five percent on the building contract or contracts covering the same, plus one percent on the same for inspection; the fees authorized to cover such allowances as Mr. Hedrick may agree on with L. W. Robert and Company of Atlanta, Georgia, and Burnham Brothers, Inc., of Chicago, Illinois, as consulting engineers and architects; all subject to the approval of the State Engineer of the Public Works Administration. This authority subject to the final approval of the Chairman of the Building Committee.

The motion was seconded by Mr. Carpenter and carried unanimously.

The Board then took up the matter of obtaining the

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DECEMBER 9, 1933

necessary opinion of an outstanding bonding attorney regarding the legal aspects of the institution's right to enter into the arrangement with the Government and issue bonds covering the indebtedness to the Government. It was understood that the Public Works Administration required such an opinion. It was moved by Mr. Carpenter:

That the Building Committee be authorized to secure an opinion on the validity of the bonds to be issued from Chapman & Cutler of Chicago, or their representative in Texas, Mr. Dumas of Dallas, in case the latter's opinion is acceptable to Chapman & Cutler; and that the Building Committee has full authority to act.

The Motion was seconded by Mrs. Meharg and carried.

Mr. Carpenter then made the following motion:

That the Building Committee be authorized to cooperate with Mr. Hedrick in such ways as will enable him to carry out his contract or his agreement with the Board in a way that will facilitate the financing and various other things and responsibilities that he may have in the matter, so that the best progress can be made in carrying through his part of the work, and also so that the interests of Texas Technological College and the Architect may be thoroughly protected in the matter.

The motion was seconded by Senator Stuart and carried unanimously.

Wyatt Hedrick was therefore asked to appear before the meeting. Chairman Jones made the statement to Mr. Hedrick that "fees will apply to the work, except equipment, but we would like it understood generally that you will be willing out of that fee to absorb any expense of assistance to the Board in connection with the purchase of equipment.

December 9, 1933

The following resolution was made by Senator Stuart, seconded by Mr. Carpenter:

That General Hulen, as Chairman of the Building Committee, be authorized to enter into a contract with Wyatt C. Hedrick, Inc., as Architect, which said contract shall include the terms referred to in the minutes of this meeting and will be drawn and approved by R. A. Stuart, Attorney for the Building Committee.

The following motion was made by Mrs. Meharg, seconded by Mrs. Haley and unanimously carried:

That application be made to the Texas Civil Works Administration for sufficient funds to pay the labor cost on the beautification of the campus, Texas Technological College, and that this application be signed by General Hulen, and that Dr. Knapp is authorized and empowered to purchase, or procure through donations or otherwise, the material necessary for the beautification of the campus.

It was moved by General Hulen that the tentative location of the buildings on the campus be approved. The motion was seconded and carried. Maps were exhibited to the Board showing the tentative location of the buildings, each to be 255 feet from the center line of Broadway extended, the men's dormitory north of said line and the women's dormitory south of the line, located between the Home Economics Building and the Practice House. President Knapp mentioned the fact that there was some discussion about locating the women's dormitory further back in order to clear the Home Economics Building and the Practice House.

It was moved and seconded that the outside plans of the buildings be the same. The motion carried.

Senator Stuart moved that General Hulen and Dr. Knapp, as President of the Institution, be appointed as a committee to

work out the beautification of the campus with the Civil Works Administration regarding paving, sidewalks, beautification, etc., in case money can be obtained from the Civil Works Administration for this purpose.

It was moved by Mr. Carpenter that the Board go on record that all things being equal as to quality and price, Texas produced materials be given preference over those produced in other States.

The Board adjourned to meet on call of the Chairman.

s/ CLIFFORD B. JONES

BOARD MINUTES

OCTOBER 19, 1933

Fort Worth, Texas,  
October 19, 1933.

The Board of Directors of the Texas Technological College met in the office of General John A. Hulen, at 9 o'clock A. M. On roll call the following members were found to be present: Mr. Clifford B. Jones, Chairman of the Board, Mrs. John A. Haley, Mr. John W. Carpenter, General John A. Hulen, and Honorable R. A. Stuart.

On motion of Mr. John W. Carpenter, seconded by General John A. Hulen, the minutes of the previous meeting were approved without full reading.

On motion by Mr. Carpenter, seconded by Mrs. Haley, the First National Bank of Lubbock was selected as a depository for College funds for the next year, beginning with September.

On motion by Mr. Stuart, seconded by Mr. Carpenter, the Board approved an appropriation from the unexpended cash balance of \$4,500.00 for constructing and equipping a refrigerating unit at the Dairy Barn; and a maximum of \$750.00 to be spent for a light truck to be used on the College campus. The Board also approved an appropriation from the same fund of a maximum of \$1,000.00 to be spent for additional chairs for the College.

On request of Dr. Knapp the Board approved the following appropriations from the cash balance in local funds: \$5,000.00 for the purchase of books for the library; \$3,000.00 for scientific equipment for the various Departments of Science; \$3,000.00 for additional equipment for the Mechanical Engineering Shop; \$3,000.00 for a press and other equipment for the printing plant to be run as a laboratory for the Department of Journalism.

The Board approved the request of the President to eliminate course fees in typewriting courses, but suggested

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that typewriting rental fees still be collected.

The Board approved the action of the Building Committee and Executive Committee in filing application with the Public Works Administration for a loan of \$650,000.00 with which to build and equip two dormitories.

On motion by Mr. Carpenter, seconded by Mrs. Haley, the Board approved the following appointments: W. P. Clement as Registrar at a salary of \$2,700.00 per annum; Dr. Albert Barnett as professor of Education, taking the place vacated by W. P. Clement, Dr. Barnett's salary to be \$2,200.00 for nine months. The Board approved the appointment of O. V. Adams as Acting Head of the Department of Engineering Drawing, without additional salary; Miss Josephene Looney as instructor in Clothing & Textiles, Home Economics Division, at a salary of \$1,350.00 for nine months; Miss Carrie Hodges as instructor in Foods & Nutrition at a salary of \$1,350.00 for nine months; Mrs. Louise Allen as instructor in Journalism and Assistant in the Publicity office at a salary of \$1,125.00 for twelve months; Mrs. Olive Holden as instructor in Freshman Orientation, instructor in the use of the Library and research assistant in the library at a salary of \$780.00 for twelve months (part time). The Board fixed the salary of Miss Mamie Wolffarth, instructor in Economics and Business Administration, at a salary of \$1,125.00 for nine months; the appointment of Miss Lucille Gill and Miss Gussie Lee Teague as full time instructors in English at a salary of \$1,500.00 each for nine months; the appointment of Miss Ruth Horn as instructor in English and as part time stenographer in the Division of Arts and Sciences at a salary of \$1,029.09, effective from October 9 to June 15; the appointment of Mr. C. Luker as teacher of Vocational Agriculture at a salary of \$2,700.00 for twelve months; the appointment of Mr. Jack Van Bebber as Graduate Assistant in Agriculture Economics at a salary of \$250.00 for ten months, and as assistant in Physical Education at a salary of \$250.00 for ten months; the appointment of Miss Edna Houghton as instructor in Architectural Engineering at a salary of \$900.00 for nine months; the appointment of Mr. Calvin Hazlewood as student assistant in the Publicity office at a salary of \$225.00 for nine months; the appointment of Mrs. Anna Burt Gibson as secretary in the Division of Home Economics at a salary of \$900.00 for 12 months. The Board also approved leave of absence for the year 1933-34 for Mr. Noel D. Moulton and the appointment of Mr. F. C. Book to take his place at a salary of \$1,350.00 for nine months; the appointment of Mr. Harry LeMaire as Band Director for 1933-34 at a salary of \$1,800.00 for nine months; the approval of all student assistants for all Departments of the College, as well as janitors' salaries at the reduced rate as was specified by the Acts of the 43rd Legislature.

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The Board authorized the President to make a satisfactory arrangement on the salary for Mr. Herchel Bell in the Department of Agronomy as would be best in his judgment.

The salary of the employees of the Department of Physical Education with the statutory cuts were approved for the next fiscal year.

Authority was given the President to make such small additional changes as were found necessary from time to time and to make a satisfactory arrangement to meet the provisions of the Smith-Hughes Act regarding the teaching of Vocational Agriculture, which carried an appropriation of \$2,000.00, supplementing an amount appropriated from the Federal fund to take care of the expenses and salary of Mr. Lucker.

The Board approved a cooperative plan for Texas Technological College with the Department of Education and the Parent-Teachers Association of Lubbock to establish a Parent Association worker over this County. This required an appropriation from the College of \$253.12, which is to match a like sum from the Parent-Teachers Association and \$1,519.00 from the State Department of Education.

The Board of Directors also approved the policy adopted by the Executive Council regarding members of the staff taking work in the institution for self-improvement, as follows: One-half time fellows and graduate assistants employed for regular one-half time work may take as much as nine hours for credit per semester; instructors and assistant professors and other members of the staff employed on full time may not take more than three hours for credit, and only in case the question of this credit work is approved by the Head of the Department in which the person is employed, Dean of the Division in which he is employed and the President of the institution, and the work can be so arranged as not to interfere with the regular duties of the person in question.

On motion by Mr. Carpenter, seconded by General Hulén, it was ordered that the President advise the Board of Directors

that a revolving fund of at least \$500.00 was needed to be used by the textile students engaged in the weaving project, and that the individual members of the Board of Directors could donate as a loan for this purpose such sums as they felt they could spare for that purpose, to be paid back to the donors at such time as the weaving guild had funds with which to make such reimbursements.

There being no further business, Mr. Carpenter made a motion to adjourn, which passed without dissenting vote.

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JANUARY 19, 1934

Resolved, That the Board of Directors of the Textile Guild, in order to carry out the program of the guild, and to provide for the welfare of the members, do hereby authorize the Board of Directors to raise a revolving fund of \$500.00, to be used for the purpose of making loans to the members of the guild, to be repaid to the donors at such time as the guild has funds with which to make such reimbursements.

On motion by General Smith, seconded by Mr. Sneed, the Building Committee was authorized to exhaust every effort to obtain legal approval of the loan and grant; they were further authorized, in case such approval could not be obtained, to refer the matter to the court for a decision, to be made by the Board of Directors, and to report the result of such action to the Board of Directors.