

MINUTES OF THE BOARD OF DIRECTORS MEETING OF THE MEMORIAL  
CORPORATION, UNIVERSITY OF KANSAS  
English Room, Memorial Union Building  
Saturday, June 7, 1941, 10:00 a. m.

Present: Irving Hill, president  
Henry Werner, first vice president  
Balfour S. Jeffery, vice president  
Karl Klooz, treasurer  
F. C. Allen  
W. J. Baumgartner  
William Farmer  
Porter Fones  
O'Thene Huff  
H. H. Lesar  
Elizabeth Meguiar  
C. C. Stewart  
Esther Twente  
Keith Spalding, student manager of  
Memorial Union  
Robert McKay, new president, Men's  
Student Council  
Doris Twente, new president, Women's  
Self Governing Association  
Roy Stookey, state architect  
Fred Ellsworth, secretary

On motion of Mr. Werner, seconded by Mr. Klooz, Robert McKay and Doris Twente were elected members of the Board to take the places of William Farmer and O'Thene Huff.

Moved by Mr. Werner and seconded by Mr. Baumgartner that the question of authority of the present existing Memorial Corporation to carry out the corporation provision of House Bill 38 enacted into law by the 1941 Kansas Legislature be referred to the Board of Regents. Carried.

Discussion followed regarding amount of student fee to be recommended to the Regents, student sentiment for and against expansion of the Union and the increase of student fees therefor. Students apparently had been cloudy on two points--1.: whether the proposed maximum addition of \$5.00 a semester would be in addition to all existing student fees, and 2.: as to whether construction would start on the building as soon as the fees were paid. It was explained at the meeting that since the students already pay \$1.00 a semester on the Union, the maximum fee increase could be only \$4.00 a semester. As to the time for starting construction, it was the opinion of this board that construction would start as soon as the fees were imposed.

After considerable discussion in which the Misses Twente, Huff, and Mr. Farmer expressed uncertainty as to student sentiment in favor of increased fees and additional units and Mr. McKay expressed strong sentiment for it, it was moved by Mr. Werner and seconded by Mr. McKay: That it is the sense of this Board that student sentiment is not unreceptive to a reasonable increase in student fees for building additions to the Union. This motion was revised to include the provision: "Such fees not to exceed \$8.00 a year; \$2.00 a summer session increase."



C. C. Stewart moved the following substitute motion: In response to the request from the Board of Regents regarding student sentiment, investigation has disclosed that for increased facilities students are willing to pay increased fees. Seconded by McKay and carried.

Mr. Stookey reported that preliminary plans for additions for the Union could not be completed in less than a month; detailed plans not before September; and construction could not be let for a year.

Moved by Mr. Werner and seconded by Dr. Allen that the Board authorize Mr. Stookey to prepare preliminary plans for additions to the Union housing services recommended by the Executive Committee, such preliminary plans to be submitted to the Board of Directors as early as possible. Carried.

The chairman announced that he would call a meeting of the Board for study of the Stookey plans as soon as they are ready.

Adjournment.

Signed FRED ELLSWORTH  
Secretary



HUGO T. WEDELL, '15, '20, President  
Topeka, Kansas

FRED ELLSWORTH, '22, Secretary  
Lawrence, Kansas

BERTHA LUCKAN MCCOY, '09, Vice-President  
Emporia, Kansas

ALUMNI ASSOCIATION *of the* UNIVERSITY OF KANSAS

PUBLISHER OF THE GRADUATE MAGAZINE

HEADQUARTERS—ROOM 2 FRANK STRONG HALL

LAWRENCE, KANSAS

June 18, 1941

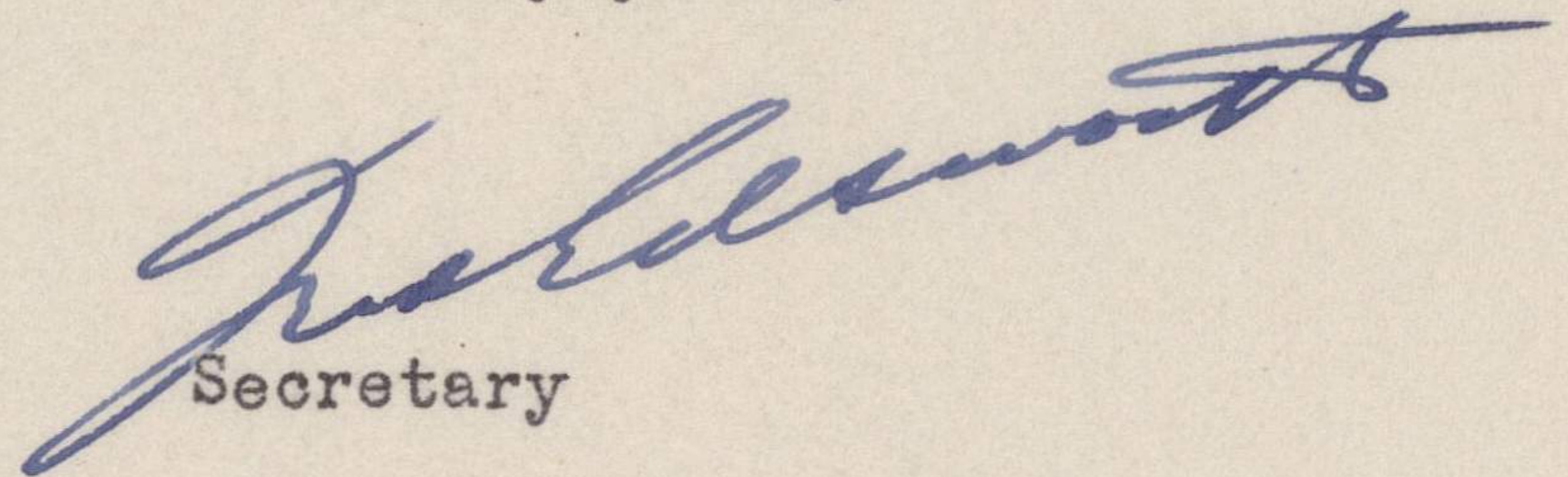
Dr. F. C. Allen  
105 Robinson Gymnasium  
University of Kansas

Dear Dr. Allen:

Enclosed are minutes of the meeting of the Memorial Corporation held June 7. These minutes are for your files. If you see any corrections that should be made before we write these into the minute book, we would appreciate having them.

Thanking you for your attendance at this meeting and for your continued interest and support of the Union, I am,

Cordially yours,

  
Secretary

FE:mln  
Encl.

DIRECTORS

BRUCE HURD, '14, Santa Fe Offices, Topeka      JOHN E. BOYER, '28, '30, WKH Bldg., Wichita      FRANK L. CARSON, '13, First Nat'l Bank, Wichita  
DOLPH SIMONS, '25, Journal-World, Lawrence      JOANNA GLEED WAGSTAFF, fa'21, 1730 Indiana, Lawrence  
CLARENCE L. BURT, e'09, Hutchinson      BALFOUR S. JEFFREY, '28, Nat'l Bank of Topeka, Topeka  
W. T. GRANT, fs'05, Business Men's Assurance Co., Kansas City, Mo.  
HARLAND B. HUTCHINGS, '16, 1207 Grand, Kansas City, Mo.      OSCAR S. STAUFFER, fs'12, Topeka State Journal, Topeka

Active Membership, with Graduate Magazine Subscription, \$3 Annually. Life Membership, \$60 Single Payment or 10 Installments of \$7.50.



COPY

December 18, 1940

Mr. Irving Hill  
The Lawrence Paper Company  
Lawrence, Kansas

Dear Mr. Hill:

Herewith minutes of the Memorial Corporation Directors' meeting December 14. We also send a copy of the by-laws as amended and adopted. We are not sending you any of the reports, either the financial reports or Mr. Werner's report regarding extension of the present building. If you want these we shall be glad to furnish them.

If you see any corrections that should be made in the minutes please let us know before we copy them into the big minute book.

Thanking you for your attendance at the meeting and hoping that we may have suggestions from you from time to time that may help in our plans for progress, I am

Cordially yours,

*Fred Ellsworth*

Secretary

FE/LW  
encl.



MEETING BOARD OF DIRECTORS, UNIVERSITY OF KANSAS  
MEMORIAL CORPORATION

Pine Room, Memorial Union, 11 a.m., Saturday,  
December 14, 1940

Present: Irving Hill, president  
Henry Werner, first vice president  
C. C. Stewart  
F. C. Allen  
Richard H. Allen  
W. J. Baumgartner  
H. H. Lesar  
Karl Klooz  
Carter Butler  
O'Thene Huff  
William Farmer  
  
Hermina Zipple  
Fred Ellsworth, Secretary

Minutes of the meeting of July 8 were read and approved.

Moved by Professor Baumgartner and seconded by Dr. Allen that Drew McLaughlin be elected a member of the board to fill the vacancy caused by the death of Dr. H. L. Snyder, who represented the Board of Regents. Carried.

Moved by Mr. Klooz and seconded by Baumgartner that all other directors be re-elected to continue in office through the coming year. Carried.

A proposed by-laws, in greatly amended form, was presented by the secretary. A copy of it is attached to these minutes in its final form after the following actions of the board:

Mr. Stewart moved, seconded by Dr. Allen, that in Article II, Sec. 2, provision be made that the Board may elect to fill vacancies at any regular meeting, including special meetings. It was understood that the secretary was to arrange the wording. Carried.

Later in the meeting Professor Baumgartner moved, seconded by Mr. Werner, the adoption of an entirely new wording of this Article II, Section 2 as written by Mr. Stewart and as it appears in the final copy. Carried.

Moved by William Farmer and seconded by Dr. Allen that the words: "and of amending the by-laws" be added to Art. 5, Sec. 4. Motion lost.

After several other motions concerning delegation of powers to executive committee, all of which lacked seconds, Mr. Stewart moved, seconded by Dick Allen, that in Article VI, Section 1, there be inserted after the word "purpose" the following: "or by the executive committee"; and that the word "directors" toward the last of the section be made "members." Motion lost.

Moved by Professor Baumgartner and seconded by Miss Huff, that the amended by-laws be adopted as amended. Carried.

Mr. Werner gave a financial report on the operation of the Union for the 1939-40 year showing the Union to have done a \$65,000 business with income exceeding disbursements in both the cafeteria and the fountain as well as some other departments. He also read a supplementary report on reconstruction in the Union during the summer,--soda fountain, three offices, some additional equipment in the music



room--all costing \$17,757.80. Inasmuch as his report at the previous annual meeting had been incomplete he handed members a complete report on the 1938-39 fiscal year also.

Moved by Richard Allen, seconded by Carter Butler, that the report be received and ordered filed. Carried. Mr. Stewart and others rose to express gratification at the fine report of operations.

Mr. Werner then read a report from the executive committee on prospects for adding the north wing of the Union. His report is attached to these minutes.

Moved by Dr. Allen and seconded by Professor Baumgartner that the two committees suggested in Mr. Werner's report--one on financing and one on building costs and arrangements--be appointed. Carried.

Adjournment.

Signed \_\_\_\_\_

Secretary



UNIVERSITY OF KANSAS MEMORIAL CORPORATION  
BY-LAWS

ARTICLE I -- Name

Section 1: The name of this corporation shall be as stated in its charter, University of Kansas Memorial Corporation.

ARTICLE II -- Board of Directors

Section 1: The direction and management of the affairs of the University of Kansas Memorial Corporation shall be vested in a Board of Directors. The Board of Directors shall be twenty-one in number.

Section 2: The Board of Directors shall be composed of the original 21 named in the charter together with such others as have been elected by the board to fill vacancies. Vacancies in the present board shall be filled by a majority vote of the remaining directors at any regular annual meeting, provided a director may be elected at any regularly called special meeting to fill a vacancy occurring since the last annual meeting. Each member of the board shall be elected for one year and until his successor is elected and qualifies, except a director elected to fill a vacancy shall hold office only until the next annual meeting.

ARTICLE III -- Officers

Section 1: The officers of this corporation shall be a president, no less than three vice presidents, a secretary, a treasurer, and an auditor. The president and the vice presidents shall be chosen from the members of the Board of Directors.

Section 2: The duties of the president shall be to preside at all meetings and to be the chief executive head of the Board of Directors. The duties of the vice presidents shall be the same as the president in the absence of the latter. The duties of the secretary shall be to keep accurate and complete records of all business transacted by the Board of



Directors. The duties of the treasurer shall be to collect and pay out all funds upon the warrant of the secretary and president when duly authorized in the manner prescribed by the Board of Directors. He shall execute such bond as the Board of Directors prescribe. The duties of the auditor shall be to examine carefully all claims made against the organization and make such recommendations to the committee as he deems proper for the action of such committee.

#### ARTICLE IV -- Meeting

Section 1: The annual meeting of the Board of Directors shall be held in the fall within three months after the opening of classes, the actual date to be fixed by the executive committee hereinafter provided for. Special meetings may be called by the president or the executive committee and shall be called at the request of five members of the Board of Directors. For either annual or special meetings the call shall be issued by the secretary not less than ten days before the meeting is to be held, such call to designate the particular business to be transacted at such meeting. At all meetings of the Board of Directors either annual or special, nine members thereof shall constitute a quorum.

Section 2: At the annual meeting of the Board of Directors there shall be presented a report of operations and a financial statement of the Memorial Union Building for the past fiscal year.

#### ARTICLE V -- Committees

Section 1: The Board of Directors shall create all such committees as it may deem necessary in carrying out business for which this corporation was formed and prescribe the duties of such committees.



Section 2: One committee of the Board of Directors shall be the executive committee which shall have six members with the first vice president as chairman, president of the Memorial Corporation, University Bursar, director of the Memorial Union, and the two other members chosen by the Board of Directors.

Section 3: One standing committee of the Board of Directors shall be the Union Operating Committee. It shall be composed of nineteen members as follows:

The President of the Memorial Corporation  
The director of the Building ex officio  
5 University staff members chosen by the Chancellor,  
at least one of whom shall be a member of the Board  
of Directors of the Memorial Corporation  
3 Alumni members chosen by the board of directors  
of the Alumni Association, the secretary to be one of  
them ex officio, and at least one of whom shall be a  
member of the Board of Directors of the Memorial  
Corporation  
The Student President of Union Activities Board  
4 Men students chosen by M.S.C., the president of this  
M.S.C. to be one of these ex officio  
4 Women students chosen by the W.S.G.A., the president  
of W.S.G.A. to be one of these ex officio

The Union Operating Committee shall have the following functions:

1. Supervision of student activities
2. Building welfare and development of the present building.

Section 4: The executive committee of the Board of Directors shall be also the management committee of the Union Operating Committee and shall have all the powers of the Board of Directors except the power of filling vacancies.

#### ARTICLE VI -- Amending

Section 1: These by-laws may be amended by the Board of Directors at any annual meeting or at any special meeting called for that purpose by a 2/3 vote of the directors present.



Agenda for Memorial Corporation Meeting

- ✓ Minutes Meeting July 6
- ✓ Election of Directors to fill vacancies
- ✓ Submission of revised constitution

Report of Mr. Werner on Union Finances

Expansion of Union Bldg.



Kansas Union  
 Henry Werner, Chm. Oper. Com.      Hermina Zipple, Dir.

Receipts

Balance from 1938-39	\$11,850.72	
Balance from 1938-39 (Transfer Account)	<u>133.40</u>	\$11,984.12
Cafeteria		
Cash Receipts	\$24,258.14	
Value of Meals to Employees	1,160.42	
Value of Meals to Bldg. Emp.	330.87	
Value of Meals to Fount. Emp.	47.07	
Sale of Food to Fountain	489.01	
Sale of China to Fountain	62.05	
From Gen. Exp. for Mixers, etc.	83.83	
Transfer Checks (K.U. Depts.)	482.44	
Tax Collected	<u>465.78</u>	27,379.61
Fountain:		
Cash Receipts	12,392.01	
Value of Meals to Employees	517.77	
Value of Meals to Bldg. Emp.	41.68	
Sale of Food to Cafeteria	1.35	
Sales Tax Collected	<u>245.36</u>	13,198.17
Recreation Room:		
Cash Receipts	1,940.35	
Sales Tax Collected	<u>35.15</u>	1,975.50
Mid-week Dance Receipts	427.95	
Hall and Office Rental	1,517.16	
Check Stand Rental	102.00	
Refunds on Labor and Tele., Misc'l. Travel	121.98	
Change Returned	102.00	
Library Rental	39.97	
Memorial Corporation Pledges	78.00	
Kansas Bankers Ass'n. Gift	50.00	
Share of 1939-40 Student Activity Ticket	7,640.09	
Refund from Constant, Contractor	142.20	
Balance from Varsity Dances	233.70	
1939 Summer Session (Transfer Acct.)	<u>571.68</u>	<u>53,580.01</u>
Total Receipts		\$65,564.13



Kansas Union (Continued)

Disbursements

Cafeteria:

Salaries and Wages:

Cash Paid Out	\$6,022.21		
Meals to Employees	1,160.42		
Tax on Meals to Emp.	<u>23.21</u>	\$ 7,205.84	
Merchandise		13,190.79	
Equipment		172.28	
Expense	2,231.35		
Expense (Trans. Acct.)	<u>452.82</u>	2,684.17	
Purchases from Fount.		1.35	
Tax on Cash Sales		<u>465.76</u>	\$23,720.19

Fountain:

Salaries & Wages:

Cash Paid Out	3,502.04		
Meals to Employees	564.84		
Tax on Meals to Emp.	<u>11.30</u>	4,078.18	
Merchandise	5,660.48		
Purchases from Cafeteria	<u>489.01</u>	6,149.49	
Expense	836.13		
China Purchases from Cafeteria	<u>62.05</u>	898.18	
Equipment		150.39	
Sales Tax on Cash Receipts		<u>244.40</u>	11,520.64

Recreation Room:

Salaries and Wages		1,093.25	
Expense and Equipment		155.33	
Change Stolen 2-10-40		5.00	
Sales Tax Remitted to State		<u>38.81</u>	1,292.39

Ballroom:

Salaries and Wages		548.50	
Expense	77.00		
Expense (Transfer Acct.)	<u>5.00</u>	<u>82.00</u>	630.50

Mid-week Dances & Mixers:

Orchestras		750.00	
Sales Tax remitted to State		<u>8.55</u>	758.55

General Expense:

Salaries and Wages:			
Cash Paid Out	2,898.60		
Meals for Employees	372.55		
Tax on Meals to Emp.	<u>7.44</u>	3,278.59	



Kansas Union (Continued)

Expense:			
Ins. Prem. 3 yrs.	612.34		
Convention Exp,	150.00		
Meals for Committees & Mixers	83.83		
Reps., Mag.Sub., & Supplies	1689.50		
Repairs (Trans.Acct.)	206.92		
Handling charge	<u>250.00</u>	2,992.67	6,271.26
Furniture and Equipment (General):			
Music Room Furn.	499.45		
Office Furn.	72.15		
Chairs for Banquets	271.46		
Sweeper	<u>66.40</u>		909.46
Building Improvement:			
Kansas Room and Dir. Office	4,313.57		
Kansas Room and Dir. Office (Trans. Acct.)	<u>457.81</u>	4,771.38	
Change Checked Out (less Amt. Stolen)		<u>102.00</u>	<u>4,873.38</u>
Total Disbursements			<u>\$49,976.37</u>
Balance to 1940-41: Trans. Acct.		64.97	
Student Org.		<u>15,522.79</u>	\$15,587.76

This report of the Kansas Union includes purchases for June, 1939, but does not include purchases for June, 1940. It is a combined report of the account with the Student Organizations Fund and the one carried on the books of the University of Kansas. There are two balances brought forward for the preceding year and two carried forward to the new fiscal year.

The following items were reported by Miss Zipple, Director, as of June 30, 1940:

Cafeteria Inventory	\$ 446.85	Accounts Payable:	
Fountain Inventory	227.84	Cafeteria:	
Accts. Receivable:		Purchases	1,868.27
Cafeteria (Inc. 7,50		Expense	<u>249.77</u> 2,118.04
Sales Tax)	1,362.84	Fountain:	
Ball Room Rental	89.50	Purchases	338.19
Check Stand Rental	16.00	Expense	<u>73.52</u> 411.71
		Recreation Room (Exp.)	0.90
		Ballroom	8.00
		General Expense	116.75



Condensed Statement of Cafeteria and Fountain  
Receipts and Expenditures for the fiscal year ending June 30, 1940

CAFETERIA:

Cash Receipts 1939-40 (Sales Tax Included)	\$27,379.61		
Accts. Rec. June 30, 1940	<u>1,362.84</u>		\$28,742.45
Less Accts. Rec. June 30, 1939 Collected 1939-1940			<u>1,172.83</u>
Gross Income for 1939-1940 Business			\$27,569.62
Expenditures 1939-40	23,720.19		
Accts. Payable June 30, 1940	<u>2,118.04</u>		25,838.23
Less Accts. Payable June 30, 1939 (Paid in 1939-1940)			<u>1,354.14</u>
Gross Expenditures for 1939-40 Business			24,484.09
Add Inventory June 30, 1939			<u>843.18</u>
			25,327.27
Less Inventory June 30, 1940			<u>446.85</u> <u>24,880.42</u>
Gain of Receipts over Expenditures for Fiscal Year			\$ 2,689.20

FOUNTAIN:

Cash Receipts 1939-40 (Sales Tax Included)			\$13,198.17
Expenditures 1939-40	\$11,520.64		
Accts. Payable June 30, 1940	<u>411.71</u>		\$11,932.35
Less Accounts Payable June 30, 1939 (Paid in 1939-1940)			<u>399.91</u>
Gross Expenditures 1939-40 Business			11,532.44
Add Inventory June 30, 1939			<u>236.96</u>
			11,769.40
Less Inventory June 30, 1940			<u>227.84</u> <u>11,541.56</u>
Gain of Receipts over Expenditures for Fiscal Year			\$1,656.61



SUPPLEMENTARY FINANCIAL REPORT  
KANSAS MEMORIAL UNION

On operation of the Memorial Union Cafeteria, Dining Room, and Soda Fountain. (To be appended to a financial report presented July 6, 1940.)

The financial report of the Kansas Memorial Union Building presented at the annual meeting of the Board of Directors was a copy of the report from the Student Organization Handbook of 1938-1939. This is not a profit and loss statement, but merely a statement of receipts and disbursements and in the case of the two revenue-producing food units, the cafeteria and soda fountain, this report includes disbursements for June of the previous year. Since the fiscal year begins on July 1st, this is not a true picture of disbursements. The Student Organizations Report also does not mention inventory of the previous year. It is therefore difficult for the person to whom this report is handed, to calculate actual profit in these two revenue-producing units unless a handbook from the previous year were available.

As a matter of interest to the members of the Board of Directors of the Kansas Memorial Corporation, this report which has been checked by Mr. Karl Klooz, Bursar, has been prepared.



MEMORIAL UNION CAFETERIA 1938-1939

RECEIPTS:

Cash receipts	21051.80	
Value of meals to employees	1739.53	
Other departments for meals	445.27	
Sale of food to fountain	474.20	
Transfer checks (K.U. Depts.)	289.79	
Tax collected	<u>396.99</u>	

24,397.58

Disbursements:

Salaries and Wages:		
Cash paid out	5408.87	
Meals to employees	<u>1739.53</u>	7248.40
Merchandise		11582.67
Expense	1816.20	
Exp.: Trans. account	<u>392.50</u>	2208.70
Sales Tax remitted to state		<u>537.52</u>
		21477.29
Accounts payable		<u>1354.14</u>
		22831.43
Inventory July 1, 1938		<u>656.31</u>
		23487.74
Inventory July 1, 1939		<u>843.18</u>
Actual disbursements 1938-39		<u>22644.56</u>

22,644.56

GROSS PROFIT	1753.02	
Equipment purchases	<u>266.76</u>	
NET PROFIT	<u>1486.26</u>	

1,486.26

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MEMORIAL UNION FOUNTAIN 1938-1939

RECEIPTS:

Cash receipts	11316.79	
Other depts. for meals	66.80	
Value of meals to employees	539.82	
Tax collected	<u>221.51</u>	

12,144.92

Disbursements:

Salaries and wages:		
Cash paid out	3248.06	
Meals to employees	<u>591.08</u>	3839.14
Merchandise	4801.20	
Food purchased from Caf	<u>474.20</u>	5275.40
Expense	707.98	
Exp. Trans. Acct.	<u>65.92</u>	773.90
Sales Tax remitted to state		<u>247.53</u>
Accounts payable July 1st		<u>399.91</u>
		10535.88
Inventory July 1, 1938		<u>347.00</u>
		10882.88
Inventory July 1, 1939		<u>236.96</u>
		<u>10645.92</u>

10,645.92

GROSS PROFIT	1,499.00	
Equipment purchases	<u>89.25</u>	
NET PROFIT	<u>1,409.75</u>	

1,409.75



UNIVERSITY OF KANSAS MEMORIAL CORPORATION  
BY-LAWS

ARTICLE I -- Name

1           Section 1: The name of this corporation shall be as  
2           stated in its charter, University of Kansas Memorial Corpora-  
3           tion.

ARTICLE II -- Board of Directors

4           Section 1: The direction and management of the affairs  
5           of the University of Kansas Memorial Corporation shall be  
6           vested in a Board of Directors. The Board of Directors shall  
7           be twenty-one in number.

8           Section 2: The membership of the Board of Directors  
9           shall be maintained by election by the board itself. Begin-  
10          ning with the original twenty-one citizens of Kansas named in  
11          the charter together with others named from time to time to  
12          fill vacancies, elections of directors shall be held only  
13          at annual meetings. Each member of the board shall be  
14          elected for one year and until his successor is elected and  
15          qualifies.

ARTICLE III -- Officers

16          Section 1: The officers of this corporation shall be  
17          a president, no less than three vice presidents, a secretary,  
18          a treasurer, and an auditor. The president and the vice pres-  
19          idents shall be chosen from the members of the Board of Dir-  
20          ectors.

21          Section 2: The duties of the president shall be to pre-  
22          side at all meetings and to be the chief executive head of the  
23          Board of Directors. The duties of the vice presidents shall  
24          be the same as the president in the absence of the latter.  
25          The duties of the secretary shall be to keep accurate and  
26          complete records of all business transacted by the Board of



27 Directors. The duties of the treasurer shall be to collect  
28 and pay out all funds upon the warrant of the secretary and  
29 president when duly authorized in the manner prescribed by  
30 the Board of Directors. He shall execute such bond as the  
31 Board of Directors prescribe. The duties of the auditor shall  
32 be to examine carefully all claims made against the organiza-  
33 tion and make such recommendations to the committee as he  
34 deems proper for the action of such committee.

#### ARTICLE IV -- Meeting

35 Section 1: The annual meeting of the Board of Directors  
36 shall be held in the fall within three months after the open-  
37 ing of classes, the actual date to be fixed by the executive  
38 committee hereinafter provided for. Special meetings  
39 may be called by the president or the executive committee  
40 and shall be called at the request of five members of the  
41 Board of Directors. For either annual or special meet-  
42 ings the call shall be issued by the secretary not less  
43 than ten days before the meeting is to be held, such call  
44 to designate the particular business to be transacted at  
45 such meeting. At all meetings of the Board of Directors  
46 either annual or special, nine members thereof shall con-  
47 stitute a quorum.

48 Section 2: At the annual meeting of the Board of Dir-  
49 ectors there shall be presented a report of operations and a  
50 financial statement of the Memorial Union Building for the  
51 past fiscal year.

#### ARTICLE V -- Committees

52 Section 1: The Board of Directors shall create all such  
53 committees as it may deem necessary in carrying out business  
54 for which this corporation was formed and prescribe the  
55 duties of such committees.



56 Section 2: One committee of the Board of Directors shall  
57 be the executive committee which shall have six members with  
58 the first vice president as chairman, president of the Memorial  
59 Corporation, University Bursar, director of the Memorial  
60 Union, and the two other members chosen by the Board of Directors.

61 Section 3: One standing committee of the Board of Directors  
62 shall be the Union Operating Committee. It shall be composed  
63 of nineteen members as follows:

64 The President of the Memorial Corporation  
65 The director of the Building ex officio  
66 5 University staff members chosen by the Chancellor,  
67 at least one of whom shall be a member of the Board  
68 of Directors of the Memorial Corporation  
69 3 Alumni members chosen by the board of directors  
70 of the Alumni Association, the secretary to be one of  
71 them ex officio, and at least one of whom shall be a  
72 member of the Board of Directors of the Memorial  
73 Corporation  
74 The Student President of Union Activities Board  
75 4 Men students chosen by M.S.C., the president of this  
76 M.S.C. to be one of these ex officio  
77 4 Women students chosen by the W.S.G.A., the president  
78 of W.S.G.A. to be one of these ex officio

79 The Union Operating Committee shall have the following functions:

- 80 1. Supervision of student activities  
81 2. Building welfare and development of the present building.

82 Section 4: The executive committee of the Board of Dir-  
83 ectors shall be also the management <sup>Committee</sup> of the Union Operating  
84 Committee and shall have all the powers of the Board of  
85 Directors except the power of filling vacancies *and amending the by laws*

#### ARTICLE VI -- Amending

86 Section 1: These by-laws may be amended by the Board  
87 of Directors at any annual meeting or at any special meet-  
88 ing called for that purpose by a 2/3 vote of the directors  
89 present.



July 13, 1940.

Mr. Fred Ellsworth,  
Alumni Association,  
University of Kansas.

Dear Fred:

I acknowledge receipt of your letter of the 11th instant and assure you it was a pleasure for me to be present at the meeting of the Memorial Corporation held on July 6th.

I see nothing in the minutes but what is entirely correct and in keeping with the action of the group. I feel with you that some definite movement should be instituted in the very near future toward at least putting up a shell as an addition to the other unit of the Union Building. I believe there is a way to do it.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,  
Varsity Basketball Coach.



President  
OSCAR S. STAUFFER, fs'12  
Arkansas City

Directors  
MYRA LITTLE REITZ, '32  
Oakwood  
N. Kansas City, Mo.

WALTER G. THIELE, f'10  
Supreme Court  
Topeka

BRUCE HURD, f'14  
Santa Fe Offices  
Topeka

JOHN E. BOYER, '28, f'30  
WKH Building  
Wichita

FRANK L. CARSON, '13  
First National Bank  
Wichita

General Secretary and Editor Graduate Magazine  
FRED ELLSWORTH, '22  
Lawrence

The University of Kansas  
*Alumni Association*

HEADQUARTERS - ROOM 2 - FRANK STRONG HALL

Lawrence - Kansas

July 11, 1940

Vice-President  
HARLAND B. HUTCHINGS, f'16  
1207 Grand Avenue  
Kansas City, Mo.

Directors  
DOLPH SIMONS, '25  
Lawrence

JOANNA GLEED WAGSTAFF, fa'21  
Lawrence

CLARENCE L. BURT, e'09  
Hutchinson

BALFOUR S. JEFFREY, '28  
Nat'l Bank of Topeka Bldg.  
Topeka

W. T. GRANT, fs'05  
Business Men's Assurance Co.  
Kansas City, Mo.

Dr. F. C. Allen  
105 Robinson  
Campus

Dear Phog:

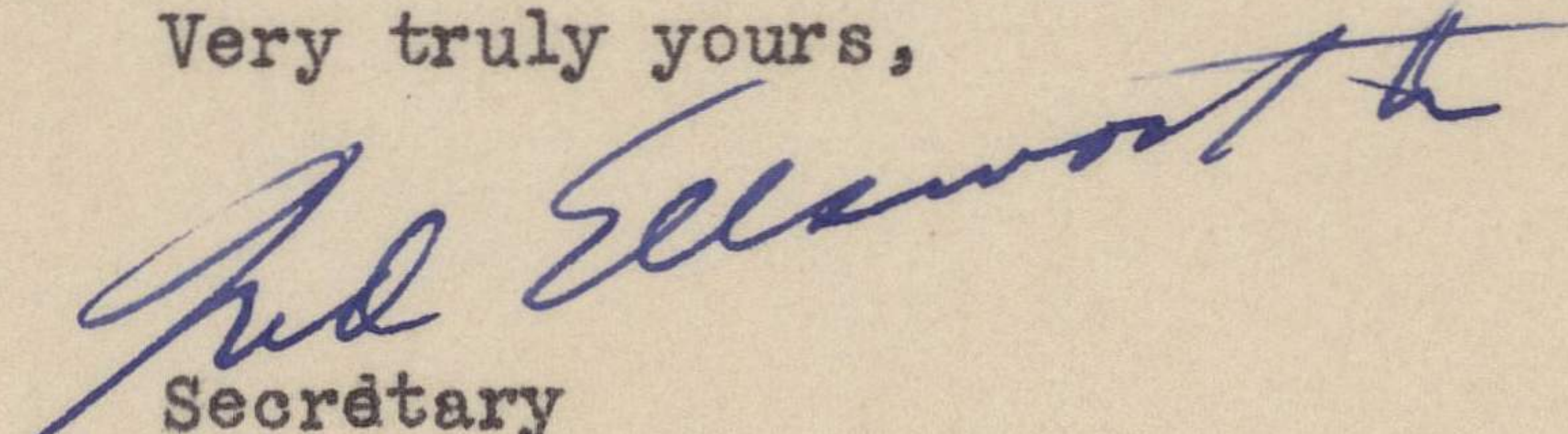
Enclosed are minutes of the meeting of the Memorial Corporation held July 6.

Will you please look over these carefully and advise if there are any changes that should be made before we put them in the official minute book.

Since you attended the meeting I assume that you have a copy of Mr. Werner's report and of the Memorial Corporation by-laws. If you do not have these and want them I shall be glad to furnish them to you.

We appreciated immensely your attendance at the meeting Saturday and hope that you enjoyed it. The prospect of working toward the north unit of the Union seems to me worth early consideration. If we could get just the shell put up I am convinced that classes and other organizations as well as yearly income from fees would begin finishing rooms one after another in a most interesting way.

Very truly yours,

  
Secretary

FE/nw  
1 enc.







Karl Klooz, Bursar  
H. H. Lesar  
Chancellor Deane W. Malott  
Elizabeth Meguiar, Women's Adviser  
Dr. H. L. Snyder, Board of Regents  
C. C. Stewart  
Esther Twente  
Henry Werner, Men's Adviser

Moved by Mr. Klooz, and seconded by Dr. Allen, that the report be approved and the persons named therein be declared elected. Carried.

Mr. Mullen then read the following list of officers for consideration:

President	Irving Hill
Vice Pres.	Henry Werner
	M. L. Breidenthal
	Balfour S. Jeffrey
Secretary	Fred Ellsworth
Treasurer	Karl Klooz
Auditor	F. W. Hosford

Moved by Mr. Fones, and seconded by Dr. Allen, that this report be accepted and the officers included in it be declared elected. Carried.

For the executive committee, which is also to be the executive committee for the Union Operating Committee, Mr. Mullen had the following recommendations:

Chairman	President of the Memorial Corporation, Irving Hill
Vice chairman	Men's Student Adviser, Henry Werner
	Adviser of Women, Miss Elizabeth Meguiar
	University Bursar, Karl Klooz
	Director of Memorial Union, ex officio, Miss Hermine Zipple
	University staff member from the Board of Directors of Memorial Corporation, Prof. H. H. Lesar

Moved by Mr. Klooz, seconded by Dr. Allen, that this recommendation be accepted, and that the executive committee here named be chosen. Carried.

Mr. Werner then told informally of the action of the executive committee during the past year in making a contract with the University Club, a social organization of faculty members and townspeople, to furnish that organization with a room on the cafeteria floor for its club room at a rental of \$1250 a year on a two-year lease. The board members informally approved the action heartily. Mr. Werner also told of plans going forward to enlarge the soda fountain in the sub-basement and rearrange the entire sub-basement floor and make its divisions permanent.

Discussion of plans looking ahead toward erection of another unit of the Union to be built on the north of the present structure brought forth the thought that definite plans should be drawn up in order to be ready for possible gifts toward that end.

Moved by Miss Huff, seconded by Mr. Werner, that the executive committee be instructed to consider the matter both of expansion of the Board of Directors, in order to get more persons acquainted and interested in the Union, and also the physical expansion of the building. Carried.

Adjournment for luncheon in the English room.

Signed \_\_\_\_\_



THE UNIVERSITY OF KANSAS

*Alumni Association*

Headquarters: Room 2, Frank Strong Hall

LAWRENCE, KANSAS

June 25, 1940

Dr. F. C. Allen  
105 Robinson  
Campus

Dear Phog:

A meeting of the Board of Directors of the University of Kansas Memorial Corporation will be held Saturday, July 6, at 11:00 o'clock in the Pine Room of the Memorial Union Building. The order of business will be election of officers, election of board members, and presentation of the secretary's report. The Board members are invited to be guests of the Memorial Union building for luncheon at 12:00. We are enclosing a stamped self-addressed envelope for your convenience in replying. Will you please signify if you can attend this meeting.

Very sincerely yours,

*Fred Ellsworth*

Secretary, University of  
Kansas Memorial Corporation

FE/mw



Agenda of Meeting of Directors, University of Kansas  
— Memorial Corporation  
July 6, 1940

1. Minutes of meeting of April 22, 1939
2. Report of Memorial Union by Professor Henry Werner
3. Unfinished business
4. New business
5. Election

- - - - -

Nominees for directors:

- Irving Hill, President
- F. C. Allen
- Richard F. Allen
- W. J. Baumgartner
- E. B. Black
- M. L. Breidenthal
- Carter Butler, Chairman Activities Board
- Thornton Cooke
- Arthur Cromb
- William Farmer, Pres. Men's Student Council
- Porter Fones
- O'Thene Huff, Pres. Women's Student Governing Association
- B. S. Balfour
- S. Jeffrey
- Karl K. Kloor, Bursar
- H. H. Lesar
- Deane W. Malott, Chancellor
- Elizabeth Meguiar, Women's Adviser
- Dr. H. L. Snyder, Board of Regents
- C. C. Stewart
- Esther Twente
- Henry Werner, Men's Adviser

Nominees for officers:

- |             |                    |
|-------------|--------------------|
| President,  | Irving Hill        |
| Vice Pres., | Henry Werner       |
|             | M. L. Breidenthal  |
|             | Balfour S. Jeffrey |
| Secretary   | Fred Ellsworth     |
| Treasurer   | Karl Kloor         |
| Auditor     | F. W. Hosford      |

Nominees for executive committee:

- |               |   |
|---------------|---|
| Chairman      | President of the Memorial Corporation, Irving Hill  |
| Vice Chairman | Men's Student Adviser, Henry Werner   |
|               | Adviser of Women, Miss Elizabeth Meguiar  |
|               | University Bursar, Karl Kloor   |
|               | Director of Memorial Union, ex officio, Miss Hermina Zipple                                       |
|               | University staff member from the Board of Directors of<br>Memorial Corporation, Prof. H. H. Lesar |



UNIVERSITY OF KANSAS  
MEMORIAL CORPORATION - BY-LAWS

ARTICLE I

Sec. 1. The officers of this corporation shall be a President, not less than three vice presidents, a Secretary, a Treasurer, and an Auditor. The President and the Vice Presidents shall be chosen from the members of the Board of Directors.

Sec. 2. The duties of the President shall be to preside at all meetings and to be the chief executive head of the Board of Directors. The duties of the Vice Presidents shall be the same as the President in the absence of the latter. The duties of the Secretary shall be to keep accurate and correct records of all business transacted by the Board of Directors. The duties of the Treasurer shall be to collect all funds and pay out the same upon the warrant of the Secretary and President when duly authorized in the manner prescribed by the Board of Directors. He shall execute such bond as the Board of Directors shall prescribe. The duties of the Auditor shall be to carefully examine all claims made against the corporation, and make such recommendations to the executive committee as he deems proper for the action of such committee.

Sec. 3. Any vacancies occurring in the Board of Directors shall be filled by such Board.

ARTICLE II

Sec. 1. The annual meeting of the Board of Directors shall be held in June of each year. The date to be fixed by the Executive Committee hereinafter provided for, and special meetings may be called by the President or the Executive Committee and shall be called at the request of five members of the Board, the call to be issued by the Secretary upon not less than ten days' notice thereof, such call to designate the particular business to be transacted at such meeting. At all meetings of the Board of Directors, either annual or special, nine members thereof shall constitute a quorum.

Sec. 2. At the annual June meeting of the Board of Directors there shall be presented a report of operations and a financial statement of the Memorial Union Building for the past year.

ARTICLE III

The Board of Directors shall appoint all such committees as it may deem necessary and wise in carrying out of the business for which this corporation is created, and prescribe the duties of such committees.

ARTICLE IV

These By-Laws may be amended by the Board of Directors at any annual meeting, or at any special meeting called for that purpose.



## KANSAS MEMORIAL UNION

Report for the year ending June 30, 1940

A survey of the Kansas Memorial Union for the year 1939-40 shows a highly gratifying condition from the standpoints of physical and financial conditions and of the use of the building by students, faculty, alumni and other groups. For the sake of brevity and emphasis all of this may be summarized, in part statistically, under the appropriate subheadings.

<u>Numbers of persons using the building:</u>	1938-39	1939-40
Lounges (for reading, resting, studying, etc.)	75,000	116,200
Scheduled meetings, forums, dances, etc.	58,700	59,350
Total persons served in food units	196,572	210,870
Total additional persons served at special parties teas, luncheons and banquets	25,450	26,280
Average number of persons using recreation room per day		80-100
Average number of persons using the music room per day		40
Average number of students served in cafeteria per day		350-400

### Completion of rooms in the building:

During the past year two new rooms have been added to the building on the third floor. The Kansas room was finished at a total cost of \$3816.55. This room is in a conservative modern style illuminated entirely by concealed fluorescent lighting and was designed by Mr. Edward Tanner of Kansas City. The popularity of the room has been attested by the fact that it has been booked up for almost every available night by student groups during the past year. The tentative bookings for the coming year indicate that it will be impossible to satisfy the total demands made upon it. The uses of the room are multifarious including parties, dinner dances, lectures and banquets.

The other room completed is the music room which houses the Carnegie Endowment gift phonograph of a value of 1500 dollars. With this gift is included 600 classical records. To these, accessions are made from month to month. The room is under the supervision of an NYA student librarian and it is open daily in the afternoons and evenings. Persons using the room may have any record played on request. From time to time special request programs, whole symphonies, operas, concertos, etc., are played. The room was completed and furnished with lounge chairs at a cost of \$839.02.

In addition to the above a much needed Director's office was completed on the Cafeteria floor at a cost of \$321.72.

### Library and Magazine services.

A library and magazine service has been maintained on the lounge floor under the supervision of the hostess. Fourteen magazines and four newspapers are available. The rental book service covers a wide and catholic taste in new and well chosen fiction and non-fiction. These services are a popular and widely used feature of the lounge floor.



### Student Activities.

A wholly student-managed board selected from the student body by the Union Operating Committee is in complete charge of this part of the Union operation. During the past year they have managed under the presidency of Mr. Leo Johnstone the organization of the following activities.

- The Jayhawk Hibble for freshman students
- The Mid-week Varsities.
- The Christmas Open House.
- Union intramurals including bridge, table tennis, checkers and pool.
- The music room with Professor Karl Kuersteiner as adviser.
- The Monthly KUnion, a publication devoted to union news and publicity.

### Amounts earned by student employees.

It is interesting to note the total amounts earned by student employees during the past year as shown by the following table:

	Value in meals	Cash	Total
Cafeteria	\$827.32	\$1272.51	\$2099.33
Fountain	113.60	2204.24	2317.74
Recreation room		897.36	897.36
Ball room		141.04	141.04
General and lounge	351.41	30.49	381.90
Music room		16.95	16.95
			\$5854.82
		Total earned	

### Financial Report

The financial report for the year 1939-40 is not available at this time because of the proximity of the date of this meeting to that of the close of the fiscal year which is June 30th.

The following figures indicate, however, the amount of unencumbered balance on hand at this time:

Balance June 29, 1940	\$16,713.34
Accounts receivable	1,447.41
	\$18,162.75
Accounts Payable	4,161.01
	\$14,001.74
Balance July 3, 1940	\$14,001.74



## Financial Report for 1938-39

	<u>Receipts</u>		
Balance from 1937-38 (Student Organizations)		\$9,314.43	
Balance from 1937-38 (Transfer Account)		<u>140.39</u>	\$9,454.82
<b>Cafeteria:</b>			
Cash Receipts	\$20,911.82		
Value of Meals to Employees	1,739.53		
Other Depts. for Meals	445.27		
Sale of Food to Fountain	474.20		
Transfer Checks (K.U.Depts.)	289.79		
Tax Collected	<u>396.99</u>	\$24,257.60	
<b>Fountain:</b>			
Cash Receipts	11,316.79		
Other Depts. for Meals	66.80		
Value of Meals to Employees	539.82		
Tax Collected	<u>221.51</u>	12,144.92	
<b>Recreation Room:</b>			
Cash Receipts	2,452.97		
Tax Collected	<u>49.04</u>	2,502.01	
<b>Mid-Week Dances:</b>			
Cash Receipts	483.86		
Tax Collected	<u>9.68</u>	493.54	
Hall and Office Rental		1,354.00	
Check Stand		240.80	
Library Rental		33.96	
Class of 1938 Memorial Gift		1,450.00	
Class of 1939 Memorial Gift		1,800.00	
Class of 1927 Memorial Gift		125.00	
Class of 1933 Memorial Gift		20.00	
Share of Activity Ticket		7,714.79	
Varsity Dances		680.92	
Misc.: Refunds, etc.		43.28	
Change Returned		86.16	
1938 S. S. Receipts (Transfer Acct.)		<u>530.00</u>	<u>53,476.98</u>
<b>Total Receipts</b>			<b>\$62,931.80</b>

Disbursements

<b>Cafeteria:</b>			
Salaries & Wages:			
Cash Paid Out	\$5408.87		
Meals to Employees	<u>1739.53</u>	\$7148.40	
Merchandise		14868.68	
Equipment		286.60	
Expense:	1816.20		
Exp.: Transfer Acct.	392.50	2208.70	
Sales Tax Remitted to State		<u>537.52</u>	\$25049.90
<b>Fountain</b>			
Salaries & Wages:			
Cash Paid Out	3248.06		
Meals to Employees	591.08	3839.14	
Merchandise	<u>5225.41</u>		
Food Purch. from Cafe	474.20	5699.61	
Equipment		89.25	
Expense	707.98		
Exp.: Transfer Acct.	65.92	773.90	
Sales tax remitted to State		<u>247.53</u>	10649.43



Recreation Rooms:			
Labor		\$1120.44	
Expense		119.07	
Equipment		15.00	
Sales tax remitted to state		<u>49.28</u>	1303.79
Ball Room:			
Labor		505.66	
Expense	\$120.65		
Exp.: Transfer Acct.	<u>33.50</u>	<u>154.15</u>	659.81
Mid-Week Dances:			
Orchestra (Including Free Mixer)		765.00	
Sales tax remitted to State		9.68	774.68
General Expense:			
Salaries and Wages:			
Cash Paid Out	\$2322.49		
Meals for Employees	312.41		
Sales tax on Meals	<u>7.07</u>	2641.97	
Expense:			
Rep., Tele., Mag. Sub., Sup.	\$2071.79		
Meals for Committee and Parties	148.40		
Transfer Acct.	334.86	\$2555.05	
Handling Charge		<u>250.00</u>	5447.02
Withdrawals for Change			96.00
Furniture and Equip ment			2280.32
Building Improvement-English Room, etc.			<u>4686.73</u>
Total Disbursements			<u>\$50947.68</u>
Balances to 1939-40: Student Org. Fund		\$11850.72	
Transfer Account		133.40	\$11984.12
-----			

This report of the Kansas Union includes purchases for June, 1938, but does not include purchases for June 1939. It is a combined report of the account with the Student Organizations Fund and the one carried on the books of the University of Kansas. There are two balances brought forward from the preceding year and two carried forward to the new Fiscal year.

The following items were reported by Miss Hermina Zipple, Dir., as of June 30, 1939:

Accounts Receivable - Cafeteria		\$1172.83	
Inventory	Cafeteria	843.18	
	Fountain	236.96	
Accounts Payable - Cafeteria		\$1354.14	
	Fountain	399.91	
	Gen. Exp.	81.72	
	Bldg. Equipment	<u>66.40</u>	\$1902.17



Summary

It may be concluded from this report, read in the light of the attached financial statement, that the Memorial Union is practically self-supporting in its operation. That is to say the fees from the student activity ticket amounting to approximately \$7000 or more per annum, are available for completing the interior of the building and maintaining it.

When the building is finally finished internally it is anticipated that the amount contributed by fees will be used in a more strenuous maintenance program and in expanding services which it is customary for Union buildings to offer but which the Kansas Union does not offer. It is also reasonable to anticipate that a certain amount of the fee money will be set aside for the future development and external expansion of the building.