

November 22, 1940

Dear Fellow Faculty:

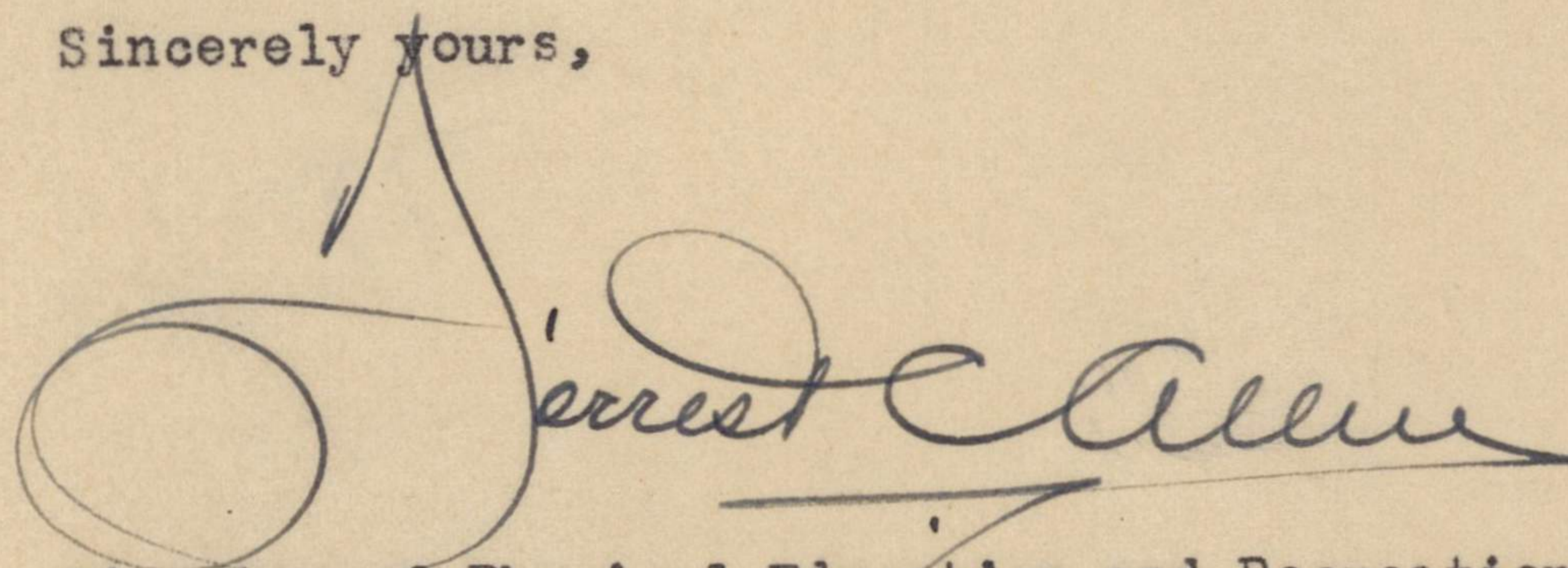
We have been endeavoring to get the control of all equipment under the direction of one individual so that we might be more efficient in handling such matters. This also applies to the matter of ordering new equipment as well as the major repairs needed.

Last week I noticed all of our mats loaded out in the hall with cords tied around them. I asked what they were doing there and was told that they had been used down at the Community Building for our Homecoming. These mats were not clean and I am sure that they carry a great deal of dirt with them. Keeping these mats clean is a problem and I do not see how we can continue to let our mats go out in this fashion without picking up debris.

It is thinkable that some such things, as loaning mats, may have to happen occasionally, but we should make the loaning of them a very difficult task. Perhaps we should set aside some old mats and let only the painted ones go to such places. These could then be washed and sterilized but the cloth mats cannot.

For efficiency sake we have appointed Mr. Burt DeGroot as Coordinator of Equipment. Any equipment that is purchased through the office will receive Mr. DeGroot's attention. For the matter of repairs of a minor nature these can be brought to our office and they will receive prompt attention, but any repairs of any magnitude should be referred to Mr. DeGroot as a first order of business.

Sincerely yours,

A handwritten signature in cursive script, reading "Ernest Allen". The signature is written in dark ink and is positioned above the typed name and title.

Director of Physical Education and Recreation
Varsity Basketball Coach

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