

A motion was made to allow the Psychology Department \$400.00 for equipment in said department. The equipment to be selected by Doctor Billings and orders placed through the regular channels.

The bids for the equipment in the Education Department were presented. A motion was made to recommend the purchase of a Marchant Calculating Machine, \$535.50, a Burroughs Adding Machine, \$132.30, and a Ditto Duplicating Machine, \$90.00. Recommendation was also made to accept the offer made by the Remington Typewriter Company to rent rebuilt typewriters at the rate of \$10.00 per year for three years.

A letter from the Attorney General was presented, also a copy of a letter from the State Journal Company in which they question the purchase of printing equipment. This matter was deferred to the regular board meeting on July 7th.

The minutes of the meeting of the Executive Committee of July 29th were read. A motion was made by Colonel Bassett, seconded by Mr. Hughes and carried accepting these minutes. The following is a copy:

Minutes of the Executive Committee
July 29, 1931.

Present at the meeting were Doctor Cherry, Mr. Cuthbertson and Judge Harlan. Dr. M. C. Ford was called into the meeting to give a report on the progress of the work on the stock barn now under construction. About \$7,000.00 had been spent to date on the barn and it was moved and seconded to complete main unit and two end units including roof, but this does not include lights.

Bids were opened from the following firms for additional lumber for this job: Harris Lumber Company \$2054.51; Park City Coal Company \$2185.40; Roemer Lumber Company \$2275.00; Allen Lumber Company \$2473.00; Claypool Lumber Company \$2483.00. The bid of the Harris Lumber Company was lowest but he was unable to furnish dry lumber. Mr. Cuthbertson moved that the order be placed with the Park City Coal Company @ \$2185.40 who agreed to furnish thoroughly dried material and to deliver same on job within ten days. This motion was seconded by Doctor Cherry.

Bids were also opened on small amount of steel for reinforcing concrete for the barn. The bid of the American Hardware Company was for \$31.50; Raymond Contracting Company for \$36.85. Mr. Cuthbertson moved that the steel be bought from the American Hardware Company at \$31.50--the motion was seconded and carried.

Samples of roofing for barn were presented showing the asphalt shingles, composition roofing, and asbestos shingles. A motion was made and seconded that we purchase asbestos shingles. Bids were opened as follows: Claypool Lumber Company--Carey Green Asbestos Shingle at \$8.50 per square. Park City Coal Company--Ambeler Asbestos Green Shingle at \$7.20 per square. In the Carey Shingle the color shows all the way through the shingle. The Ambeler was only painted on the outside. On account of the difference in color and weight of shingles, a motion was made to purchase the Carey Shingle from Claypool Lumber Company at \$8.50 per square, including all accessories as quoted. The motion was seconded and carried.

The following list of repairs was presented and a motion was made and carried to have this repair work done during vacations:

List of Repairs

- Varnish floor--Cedar House.
- Repair back porch of Potter College Building.
- Stop leaks and paint roof Potter College Building.
- Repair plaster--Snell Hall.
- Repair plaster in Kitchen and sewing room Home Economics Building.
- Repair floor in basement of Home Economics Building.
- Fill in dirt around foundation to stop water from running in Home Economics Building.
- Install plumbing to take care of sink and washing machines in Home Economics Building.
- Paint cornice, porch, window frames and doors Rural School.

Repair Training School playground equipment.
 Paint roof of Training School Gym.
 Repair and paint window sills Training School.
 Paint tables and seats in basement Training School.
 Patch plaster in boys shower room and in two
 class rooms Training School.

Stop leaks in West Hall Roof.

J. Whit Potter Hall repairs: Showers and toilets;
 paint floors in bath rooms and toilets; paint beds;
 repair plumbing on tubs in Laundry room; paint
 walls from coat racks down in Dining rooms; Dining
 tables and serving tables revarnished; Repair
 linoleum in south dining room; install ventilating
 fan in icebox passage way; repair or replace dandy
 counter in Sandwich Shop; put on new tops and paint
 tables and chairs Sandwich Shop; install ventilating
 fan in Sandwich Shop windows and paint pipes in main
 dining room.

Paint window sash in Library Building.

Clean and finish new gym floor.

Paint pipes in basement Administration Building.

Fill in dirt around West Hall, Administration
 Building and Cedar House.

Fill in and level Hockey Field.

Repair road in Village.

Repair guttering on Music Hall.

Clean and paint table tops in Chemistry Laboratory
 with Acid proof paint.

Repair porch Music Hall.

Put up fire extinguishers in Potter College and
 Physical Education Buildings.

Make duplicate keys West Hall.

Varnish back doors Library Building.

Equipment ordered to be made by Manual Arts:

- 2 Apparatus cases for Psychology Department
- 1 office desk, catalog rack and book cabinet for Physical Education Department.
- 1 teacher's desk for Training School and Shelving in Room 8.
- Equipment case for Art Department.
- Make two teacher's desks for English Department.
- Make book cases for Library Science Department.

Insurance was brought up for discussion. At this time we had only \$65,000 on Potter College Building. A motion was made and seconded to add \$15,000 to the building to be placed as follows:

Will Brown Martin	\$2500.00
Sam Hines	5000.00
Galloway-Grider	2500.00
Will Potter	2500.00
Park City Ins.Co.	2500.00

A motion was made and carried to increase the insurance on J. Whit Potter Hall Building \$10,000, contents \$5,000.00 to be placed as follows:

Lon D. Hanes, Building	\$5000.00
Herdman-Stout "	5000.00
Sam Hines, Contents	5000.00

As there was no insurance on the contents of the Industrial Arts Building, a motion was made and carried to place \$5000.00 on contents with the Park City Insurance Company. A motion was made and carried that the renting and use of Fair Grounds be regulated by the Agriculture Department with the power to form policies, and be responsible for its conduct.

The minutes of the meeting of the Executive Committee of September 17th were read. A motion was made by Colonel Bassett, seconded by Mr. Hughes and carried accepting these minutes. The following is a copy:

Meeting of Executive Committee

September 17, 1931.

Window shades for the Physical Education Building and for one side of the Training School Building were ordered from the Oliver C. Steele Company. for the sum of \$267.42. The order was approved by the Purchasing Commission.

The minutes of the meeting of the Executive Committee of October 12th were read. A motion was made by Colonel Bassett, seconded by Mr. Hughes and carried accepting these minutes. A copy follows:

Meeting of the Executive Committee

October 12, 1931.

Two frigidaires were ordered from Rhea Price for the sum of \$528.00. One was for the Home Management Cottage and the other for the President's home. A discount of 20% on the two machines was allowed. This order was approved by the Purchasing Commission.

The minutes of the meeting of the Executive Committee of October 16th were read. A motion was made by Colonel Bassett, seconded by Mr. Hughes and carried accepting these minutes. A copy follows:

Meeting of the Executive Committee

October 16, 1931.

Bids were received from the Brecher Company, Burdorf Company, and Peaslee-Gaulbert Company, on electric fixtures for the President's home. The bids were as follows: Brecher Company, \$605.30; Burdorf, \$839.90; Peasley-Gaulbert Company, \$892.65. The bid was awarded the Brecher Company, who had the lowest bid. The order was approved by the Purchasing Commission.

Bids for the mantels for the President's home were received from the Brecher Company at \$1075.50; and the Hegan-Magruder Company at \$1356.00. The bid was awarded Brecher Company, their bid being the lowest. The order was approved by the purchasing Commission.

The Executive Committee voted to allow \$4000.00 to equip the President's home. Mrs. Cherry was authorized to consult the Purchasing Agent and to buy on his recommendation as far as possible. Mr. Alexander, the Purchasing Agent, has authorized all purchases that have been made.

The Committee authorized the using of Celotex or its equivalent on the band room in the Physical Education Building. The Manual Arts Department has made an estimate