

The following allowances were ordered to be paid to members of the Board for expenses in attending this meeting, Walter J. Oliver \$10.40, J. A. Pettit \$11.00, W. B. Eury, Jr. \$11.00, F. W. King \$8.50, Ormond Stone \$6.64, Frank Moore \$4.50, Gutschuegel \$2.25.

On motion the meeting adjourned.

G. M. Conrad Secretary.

Science Hall, State Normal School,
Harrisonburg, Va., Nov. 15, 1911.

At a meeting of the Board of Trustees held this day, beginning at 4:15 p.m., the following members were present: Chairman Keezell, Messrs. Conrad, Moore, Weaver, King, Oliver, Stone, Eggleston, and the Secretary.

The minutes of the last meeting (March 28, 1911) were read and approved.

Former Secretary Conrad explained the matter of the discrepancy in the settlement of the former Treasurer, as recorded in the minutes of the last meeting. Whereupon, Mr. Oliver offered the following resolutions:

"Whereas, it is desirable that a final settlement be had with former Treasurer, Mr. E. W. Carpenter, and

Whereas, it appears that the said Mr. E. W. Carpenter, former Treasurer of the Board, is, according to the records of the minutes of the Board, indebted to the Board to the amount of \$76.69, owing to an error of \$68.08 in the Treasurer's settlement under date of March 27, 1911, which is the amount of a balance then in the 1st National Bank and which was not included in his report of March 27, 1911, but had been included in his next preceding report of Sep. 30, 1910; and (2) to an error of \$96.11 as explained in the minutes of Sept. 30, 1910, and

Whereas, the Board is indebted to the said Mr. E. W. Carpenter, on account of salary remaining unpaid, to the amount of \$98.96

Therefore, Be it resolved, that a warrant be drawn in his favor for the amount of the balance, namely, \$22.21.

These resolutions, being seconded, were adopted by

the Board.

The Secretary reported that the bond of the Treasurer, Mr. Geo. N. Courad, had been duly executed and the premium on same paid as ordered by the Board.

The special committee appointed, at the last meeting, to re-adjust the insurance carried by the Trustees on the property of the school, reported that the same had been adjusted as directed by the Board, as follows:

Science Hall -	\$20,000;	Contracts of same,	\$3,000.
Dormitory #1 -	17,000;	" " "	2,500.
" #2 -	23,000;	" " "	2,500.
Cottage -	1,500;	" " "	500.
Servants' House	400;	" " "	100.
Laundry	300;	" " "	700.

Total Insurance: - \$71,500.00, of which amount \$35,000 will expire Oct 1, 1914 and \$36,500 will expire July 24, 1916.

The re-adjustment thus made required a payment of \$134.00 as balance due for premiums.

Mr. Oliver moved that the report be accepted and the motion being recorded was adopted.

The President of the school submitted a report covering the period from the last meeting of the Board to date, and setting forth the needs of the institution for the coming two years. After discussion it was declared to be the sense of the Board that the requests to the General Assembly of 1912 be based on this report and include the items as therein contained.

Upon motion of Supt. Eggleston, the chair appointed a committee of three members, namely, Messrs. King, Moore and Kezyle, to present the needs of the institution to the General Assembly.

Upon motion of Prof. Stone, a committee of three members was appointed to draft resolutions concerning the death of Dr. James A. Pettit, a member of the Board of Trustees. The chair appointed Messrs. Stone, King and Weaver.

The financial report of the school from March 1, 1911 to September 14, 1911, inclusive was submitted by the President and referred to the Auditing Committee. After an examination of the books and vouchers of the President and a verification of the report, Messrs. King and Weaver reported the same as correct. The report was as follows: -

FINANCIAL STATEMENT OF THE PRESIDENT
OF THE STATE NORMAL AND INDUSTRIAL SCHOOL FOR WOMEN AT HARRISON-
BURG, VA., from MARCH 1, 1911, to SEPTEMBER 14, 1911, inclusive.

Warrants on the Treasurer of the Board of Trustees issued by
the President of the School.

School Department:

Salaries of School Employees.....	\$ 8,542.02	
Traveling Expenses of President and Assistants.....	164.31	
Stationery, Printing, Advertising.....	982.90	
Miscellaneous Office Expenses.....	469.02	
Buildings.....	352.34	
Building Repairs.....	112.33	
Grounds.....	828.48	
Equipment.....	3,882.05	
Fuel, Lights, Power, Water.....	562.76	
Library.....	210.30	
Supplies.....	2,323.91	
Summer Quarter.....	1,735.02	
Training Schools.....	17.05	\$19,982.49

Boarding Department:

Salaries of Employees.....	\$ 1,638.50	
Laundry.....	1,747.72	
Permanent Equipment.....	133.96	
Table Supplies.....	7,342.87	
Fuel, Lights, Power, Water.....	1,453.28	
General Supplies.....	56.00	
Room Rent.....	514.17	\$12,886.50
		\$32,868.99

Receipts issued by the President of the School, and amounts
remitted to the Treasurer of the Board of Trustees.

Amounts Received:

For Tuition.....	\$ 1,354.00	
" Board.....	13,652.54	
" Supplies.....	1,612.62	
" Grounds.....	104.78	\$16,723.94

Amounts Remitted:

For Tuition.....	\$ 1,315.00	
" Board.....	12,873.01	
" Supplies.....	1,318.28	
" Grounds.....	16.06	
	\$15,522.35	
Amount Owing to Treasurer.....	1,201.59	\$16,723.94

Credit due Pres. 7/10.10

Flocking } Com.
W. H. Hanson

Julian L. Surveys
PRESIDENT, STATE NORMAL AND
INDUSTRIAL SCHOOL FOR WOMEN.

The same committee reported that it had audited the accounts of the Secretary of the Board of Trustees and found the same correct as stated in the following report:-

FINANCIAL STATEMENT OF THE SECRETARY OF THE
BOARD OF TRUSTEES, FROM MARCH 1, 1911, TO SEPTEMBER 14, 1911.

WARRANTS ISSUED ON THE TREASURER

<u>Number</u>	<u>To</u>	<u>For</u>	<u>Amount</u>
193	C. M. Robinson	Buildings	\$ 200.00
194	Thomas & Company	"	1,875.80
195	Walter T. Oliver	Trustees' Mtg. Exps.	10.40
196	J. A. Pettit	"	11.50
197	N. B. Early, Jr.	"	11.50
198	F. W. King	"	8.85
199	Ormond Stone	"	6.64
200	Frank Moore	"	4.50
201	Geo. B. Keezell	"	2.25
202	Shenandoah Electric Co.	Buildings	387.00
203	Bucher & Son	"	5,000.00
204	C. M. Robinson	"	200.00
<i>Cancelled</i> 205	E. W. Carpenter	Trustees' Exps.	79.32
		(Salary as Treas.)	
206	G. N. Conrad	Trustees' Exps.	100.00
		(Salary as Secty.)	
207	Bucher & Son	Buildings	283.10
208	C. M. Robinson	"	149.21
209	Thomas & Co.	"	42.92
210	Shenandoah Electric Co.	"	89.66
211	Wm. H. Gardner	"	37.10
			<u>\$8,420.43</u>

The above warrants are supported by Vouchers herewith submitted.

Respectfully submitted,

Julian D. Purves
SECRETARY OF THE BOARD OF TRUSTEES.

O.K.
F. W. King } Com.
Wm. H. Gardner

A committee consisting of Messrs. Moore and Stone, having examined the accounts of Treasurer Geo. N. Conrad reported the following as a correct statement:

State Normal and Industrial School for Women at Harrisonburg.

Statement of Geo. N. Conrad, Treasurer of the Board, from March 29, 1911, to September 14, 1911, inclusive.

To amt. received of E. W. Carpenter, former Treasurer,	\$ 177.86
" total amt. received from State of Virginia,	30,000.00
" " " " " J. A. Burruss, President,	14,722.45
" " " " " discount of notes in Rockingham Bank,	<u>12,833.17</u>
	\$ 57,733.48
By warrants of the Board, paid,	5,094.63
" paid, J. A. Burruss, President,	28,433.83
" notes paid	20,500.00
amt. overdrawn in Bank,	1,071.33
	\$ 9,028.11
To amt. due Treasurer to balance	<u>1,294.63</u>
	\$ 59,999.46
Balance due Treasurer	1,467.98
	1,294.63

The foregoing account received and found to be correct,
 Nov. 15/11
 A. C. Stone
 President

Upon motion the reports of the auditing committees were received and approved.
 Upon motion of Prof. Stone, the President of the school was authorized to appoint a director of the summer school.
 The meeting then adjourned.

Julian Burruss, Secretary

State Normal School,
Harrisonburg, Va., Feb. 21, 1911.

At a meeting of the Board of Trustees held this day, beginning at 4:15 p.m., the following members were present: Messrs. Keizel, King, Conrad, Early, Stone, Weaver, Moore, and Syrd.

The minutes of the last meeting (Nov. 15, 1911) were read and approved.

The Secretary reported that he had settled the account of the former treasurer by issuing warrant as directed by resolutions adopted at the last meeting.

The committee, appointed at the last meeting to represent the school before the General Assembly reported.

The committee appointed at the last meeting to draft resolutions concerning the death of Dr. James A. Pettit, made the following report which was unanimously adopted by the Board:

IN MEMORIAM

DR. JAMES ALFRED PETTIT was born on his father's estate near Rosedale Postoffice, Nelson County, Virginia, July twentieth, eighteen hundred and seventy-five, and died at Lovington, Virginia, September twenty-fifth, nineteen hundred and eleven. Having graduated in medicine at the University of Virginia, he married and entered upon the practice of his profession in the neighborhood in which he was born, and having inherited the old homestead, he continued to reside there until his death. He greatly enjoyed the out-door life which he led as a farmer and country physician, and especially his home life, for he was a devoted husband and father.

In spite of his youth--he was only thirty-six at the time of his death--his intelligence, his wisdom, his genial manner, and his kindly sympathy made him the friend and adviser of the whole community. He was a consistent member of the Methodist Church, and took an active interest in every effort for the moral and intellectual betterment of the neighborhood. At his funeral the esteem in which he was held was shown by a concourse greater than had been seen before in Nelson County on a similar occasion.

There is every reason to believe that if he had lived he would have left a record of ever increasing usefulness and prominence in the affairs not only of the County but of the State.

The members of the Board of Trustees of the State Normal and Industrial School for Women, at Harrisonburg, desire to place on record a tribute of their warm affection for their former colleague and friend, and of their deep sense of personal loss, and an expression of sincere sympathy for his family in their great bereavement. It is therefore directed that this memorial be spread on the minutes of the Board of Trustees and a copy transmitted to his family.

The following officers were elected for the ensuing year: President, Geo. H. Kellogg; Vice-president, J. L. King; Secretary, Julian A. Byrnes; Treasurer, Geo. H. Conrad.

The President of the Board then appointed the same committees as the preceding year. Mr. Byrd, recently appointed to the Board, being assigned to membership on committees in place of Dr. Pettit.

The President of the school submitted his annual report, together with a budget for the ensuing fiscal year and a tentative budget for the following year, as follows:-

BUDGET FOR THE YEAR ENDING FEBRUARY 28, 1913.

Expenses of Board of Trustees	\$ 511.91
Salaries of Employees	23,271.37
Traveling Expenses of President and Assistants	465.45
Stationery, Printing, and Advertising	1,479.38
Miscellaneous Office Expenses	683.23
Building Repairs	753.92
Grounds, improvement and care,	1,443.55
Equipment, renewals and additions,	923.12
Fuel, Lights, Power, and Water	1,611.53
Library, renewals and additions,	162.76
Summer Quarter (supplementing outside aid)	1,000.00
Insurance (already paid)	134.00
Contingent Fund, for emergency expenses, etc.	200.00
Total for Maintenance,	\$32,640.22
To pay Bucher & Son for balance due on buildings,	1,674.42
To build a stable,	685.36
	\$35,000.00

TENTATIVE BUDGET FOR THE YEAR ENDING FEBRUARY 28, 1914.

Expenses of Board of Trustees	\$ 400.00
Salaries of Employees	24,000.00
Traveling Expenses of President and Assistants	300.00
Stationery, Printing, and Advertising	1,200.00
Miscellaneous Office Expenses	450.00
Building Repairs	500.00
Grounds, improvement and care,	1,400.00
Equipment, renewals, additions and to provide	

After considerable discussion, Mr. King moved that the Budget for 1912-1913 be adopted as prepared by the President of the school, with the provision that the maintenance fund shall be credited by the amount of \$2,359.78, which amount shall be charged to the building and improvement fund. The said amount being the difference between the estimate for maintenance for the year and the total appropriation of \$35,000 made by the General Assembly for this purpose, and which said amount is to be used during the coming year for building purposes. Upon roll call the motion prevailed by the following vote: Messrs. Keizell, Kibby, Early, Stone, Conrad, Weaver and Moore, aye; none, none; Mr. Byrd, being absent at the time the vote was taken.

The Board then proceeded to audit the books and accounts of the President of the school, the Secretary of the Board and of the Treasurer of the Board, as follows:

FINANCIAL STATEMENT
FROM SEPTEMBER 15, 1911, TO FEBRUARY 29, 1912.

Warrants on the Treasurer of the Board of Trustees issued by the President of the School.

School Department:

Salaries of School Employees.....	\$12,312.10	
Traveling Expenses of President and Assistants.....	90.91	
Stationery, Printing, Advertising.....	386.08	
Miscellaneous Office Expenses.....	184.93	
Buildings.....	30.20	
Building Repairs.....	441.59	
Grounds.....	789.17	
Equipment.....	276.60	
Fuel, Lights, Power, Water.....	733.22	
Library.....	123.62	
School Supplies.....	2,722.07	
Training Schools.....	447.66	\$18,518.15

Boarding Department:

Salaries of Employees.....	\$ 1,662.05	
Laundry.....	1,890.16	
Repairs and Supplies.....	741.51	
Table Supplies.....	7,535.85	
Fuel, Lights, Power, Water.....	1,358.82	
Room Rent.....	646.84	\$13,635.23
		\$32,153.38 ✓

Receipts issued by the President of the School, and amounts remitted to the Treasurer of the Board of Trustees.

Amount Due Treasurer Last Settlement..... \$ 1,201.49

FINANCIAL STATEMENT OF THE SECRETARY OF THE BOARD OF TRUSTEES, SEPTEMBER 15, 1911 TO FEBRUARY 29, 1912.

Warrants Issued on the Treasurer:

<u>No.</u>	<u>To:</u>	<u>For:</u>	<u>Amount:</u>
212	Thomas Plumbing & Htg. Co.	Buildings (Contract)	\$630.80 ✓
213	W. L. Dechert Corporation,	Insurance	134.00 ✓
214	"	Exps. of Board (Bond)	100.00 ✓
215	W. T. Oliver	"	10.90 ✓
216	Floyd W. King	"	9.00 ✓
217	Frank Moore	"	4.75 ✓
218	F. W. Weaver	"	6.50 ✓
219	Ormond Stone	"	6.70 ✓
220	Geo. B. Keezell	"	2.50 ✓
221	"	"	.50 ✓
222	C. Grattan Price, a/c E.W. Carpenter,	"	22.27 ✓
			\$ 927.92

Respectfully submitted,

Julian Burruss
SECRETARY OF THE BOARD OF TRUSTEES, STATE NOR. & IND. SCHOOL.

March 25th 1912

Examined and found correct

REPORT OF GEO. N. CONRAD, TREASURER OF THE STATE NORMAL AND INDUSTRIAL SCHOOL FOR WOMEN FROM SEPTEMBER 15, 1911, TO MARCH 16, 1912, INCLUSIVE.

To amount from State, through drafts on Auditor	\$15,416.66	
" " " J. A. Burruss, President	20,302.41 ✓	
" " discount of notes	4,921.00 ✓	\$40,640.07
By paid warrants of Board	\$ 2,177.92 ✓	
" " " " President Burruss	33,144.44 ✓	
" notes paid	3,500.00 ✓	
" balance due Treasurer in settlement of September 14, 1911	1,294.63 ✓	
" " in bank	523.08 ✓	\$40,640.07

Geo. N. Conrad
Treasurer

Examined and found correct

The auditing committee having reported the accounts correct as certified above, the meeting, upon motion, adjourned.

Respectfully submitted,
Julian Burruss
Secy.

June 11, 1912.

At a meeting of the Board of Trustees of the State Normal and Industrial School for Women, at Harrisonburg, Va., held pursuant to call, in the Science Hall of said School, on Tuesday evening, June 11th. 1912, at 5.30 o'clock, there were present Trustees Geo. B. Keezell, N. B. Early, Jr., F. W. King, Ormond Stone, Harry F. Byrd, Eustace F. Golsan and Frank Moore.

The Secretary of the Board, Julian A. Burruss, being unable to be present, Frank Moore was requested to act as Secretary Pro Tem.

The terms of Trustees F. W. King and Frank Moore having expired Mch. 14th. 1912 and they having been re-appointed and commissioned by his excellency Wm. Hodges Mann, Governor of Virginia, for the term of four years commencing Mch. 14th. 1912, took and subscribed the oath of office prescribed by law, before Geo. S. Harnsberger, a Commissioner in Chancery of Rockingham Circuit Court.

^{of Winchester, Va.}
Harry F. Byrd who was appointed by the Governor to fill out the unexpired term of Dr. James A. Pettit dec'd. ~~(Mch. 14th. 1912)~~ and also for the period of ~~years from Mch. 14th. 1912 and~~ *and* Col. Eustace F. Golsan of Somerset, Orange County, Va., who was appointed for the term of four years commencing Mch. 14th. 1912 in the place and stead of Mr. E. W. Carpenter, whose commission has expired, also took and subscribed before said Commissioner in Chancery the oath of office required by law.

The minutes of the meeting held March 26, 1912, were then read and approved.

On motion of Dr. Stone, it was ordered that the salary of Julian A. Burruss President of this Institution, be increased from \$2500.00 to \$3000.00 per year, such increase to take effect July 1st. 1912, all of the members present, to-wit: ^{Messrs.} Keezell, Early, King, Golsan, Stone, Byrd and Moore voting aye-noes-none.

Mr. Early then moved that the sum of \$10000.00 or so much thereof as may be necessary, be appropriated by this Board out of the provision made by the General Assembly of Virginia at its last session, for betterments &c., for the erection and equipment of a home for the President of this Institution. The motion being put, was carried, Messrs. Keezell, Early, King, Golsan, Stone, Byrd and Moore voting aye-noes-none.