

June 11, 1913.

At a called meeting of the Board of Trustees of the State Normal and Industrial School for Women at Harrisonburg, held at the school this day, the following members were present: Messrs. Kezill, Moore, Steamer, Early, Weaver, and Horsley.

The minutes of the meetings of March 25, 1913 and April 22, 1913, were read and approved.

The Building Committee reported that it had met on April 22, at which time it had considered the bids for building the President's Residence. The three bidders, all of whose bids had been found to be in excess of the amount at the disposal of the Committee, had been requested to revise their bids by the omission of certain items (which would leave the building in an unfinished condition), so as to bring the amounts of the several bids within the amount appropriated, namely \$10,000.00, and the said bidders submitted the following propositions to wit:

J. S. Doval & Co	\$16,779.00	less \$7,205.00	= \$9,574.00
Moore & Hedrick	15,997.35	" 5,908.50	= 10,088.85
Wm. M. Bucher & Son	14,800.00	" 5,345.11	= 9,454.89

Upon motion of Mr. Early, the Committee awarded the contract to the lowest bidder, Messrs. Wm. M. Bucher & Son, for \$9,454.89 absolute, and for the balance \$5,345.11 in escrow, the total of the two sums making up the amount of the original proposal, namely \$14,800.00.

The report of the Building Committee was approved by the Board; and, upon motion of Messrs. J. Moore and Horsley, the said Committee was instructed to proceed with the construction of the house in accordance with the plans and specifications already adopted by the Board.

The Board then adjourned.

Respectfully submitted,
 William M. Brown
 Secretary.

Dec. 2, 1913.

A called meeting of the Board of Trustees was held at the school this day. The following members being present: Messrs. Weizell, King, Moon, Weaver, Golsan, Byrd, and Clement.

Mr. J. Turner Clement, recently appointed to membership qualified before Ralph Staples, a Notary Public for the County of Rockingham.

The minutes of the last meeting were read and approved.

The Finance Committee reported that it had met on September 18, 1913 all members being present and transacted the following business: The Treasurer's bond given by the Maryland Casualty Co. for the sum of \$5,000.00 was examined and approved by them, the said bond covering the period from Sep. 17, 1913 to Aug. 31, 1914; and the Secretary was directed to issue a warrant for the premium on same, to Messrs. Burke & Pike, Agents.

The books and vouchers of the Treasurer and of the Secretary of the Board, and of the President of the School, were examined by the Committee and found correct, as shown by the statements so endorsed and filed as a part of these minutes. The committee's report was approved.

The President of the school reported a loss by fire at the school laundry amounting to \$368.68, the same being fully covered by insurance and claims for the full amount having been accepted and approved for payment by the insurance companies.

Upon motion of Col. Golsan it was ordered that the President use the amount collected from the insurance companies to repair the losses sustained.

Upon motion of Mr. Byrd the Secretary was instructed to prepare a resolution of thanks to be sent to the Harrisonburg Fire Department for their efficient services at the laundry fire.

The President mentioned the fact that the Town of Harrisonburg has under consideration the establishment of a filtration plant, near the property of this institution, and that for certain reasons such action appeared undesirable from the standpoint

of this institution, whereupon it was taken as the sense of the Board that the President watch developments and keep the members informed as seems to him to be advisable.

The President presented a written statement of the needs of the institution for the coming two years, together with some statistical information concerning the school.

Upon motion of Mr. Weaver it was ordered that the statement be adopted as the request of this Board to the General Assembly of Virginia for appropriations for the ensuing two years.

Upon motion of Mr. Byrd, the Chairman was instructed to appoint a committee to consist of the Chairman of the Board and four (4) other members to present these requests for appropriations to the General Assembly. The Chairman appointed Messrs. King, Byrd, Golsen, and Clement, together with Chairman Keegell, shall constitute the committee.

The oath subscribed to by Mr. Clement, the statements of accounts audited by the Finance Committee, the resolution prepared by the Secretary at the direction of the Board, and the statement of the president as to the needs of the school are filed herewith as a part of these minutes.

Respectfully submitted,
 Julian L. Jowers,
 Secretary.

WHEREAS, on the morning of Friday, October thirty-first, 1913, the laundry of this institution, being threatened with destruction by fire, was saved with comparatively small loss, owing to the prompt response and efficient service of the Harrisonburg Fire Department; therefore,

BE IT RESOLVED, that the Board of Trustees of the State Normal and Industrial School for Women at Harrisonburg does hereby extend to the said Harrisonburg Fire Department its hearty thanks for its promptness and efficiency on the said occasion.

STATE OF VIRGINIA, COUNTY OF ROCKINGHAM, to-wit:

I, J. C. Clement
do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Virginia ordained by the convention which assembled in the city of Richmond on the 12th day of June, nineteen hundred and one, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as TRUSTEE OF THE STATE NORMAL AND INDUSTRIAL SCHOOL FOR WOMEN AT HARRISONBURG, VA., according to the best of my ability. So help me God.

I swear that I have not, while a citizen of this State, since the tenth day of July, nineteen hundred and two, fought a duel with a deadly weapon, or sent or accepted a challenge to fight a duel with a deadly weapon, either within or beyond the boundaries of this State, or knowingly conveyed such a challenge, or aided or assisted in any manner in fighting such a duel; and that I will not fight a duel with a deadly weapon, either within or beyond the boundaries of this State, or knowingly convey such challenge, or aid or assist in any manner in fighting such duel during my continuance in office. So help me God.

J. C. Clement

Statement of receipts and disbursements
President of State Normal and Industrial School for Women, from
March 1, 1913, to August 31, 1913

Sworn to and subscribed before me this 2 day of Dec 1913

Ralph Seayles
Notary Public

my commission
Expires Feb 11, 1914

254	By total of Board Warrants paid,	\$ 2,966.50	✓
255	" " " " President's Warrants paid,	21,556.41	✓
256	" " " " State Appropriation Warrants	17,006.03	✓
257	paid,	<u>41,528.94</u>	
258	" note (\$5,000.00) paid,	5,000.00	✓
259	" draft of Auditor for maintenance		
260	for month of August, deposited in		
261	Bank September 2, 1913,	2,916.66	✓
262	" balance in Bank at close of business		
263	as of August 31, 1913,	6,175.25	✓
264	To balance,		
265		<u>\$55,620.87</u>	
266		<u>\$55,620.87</u>	

Audited Sept. 18-13, and found correct.

Geo. B. Gezell } Finance
Frank W. [unclear] } Committee
Eustace D. [unclear] }
F. M. [unclear]

above statement examined & found correct,

OK. G. B. G.
OK. F. M.

Geo. B. Gezell
Frank W. [unclear]
Eustace D. [unclear]
F. M. [unclear]
[unclear]

FINANCIAL STATEMENT
FROM MARCH 1, 1913, TO AUGUST 31, 1913.

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

State Department:

Salaries of School Employees.....	\$10,612.42	
Grounds.....	1,250.04	
Stationery, Printing, Advertising.....	810.00	
Miscellaneous Office Expenses.....	318.29	
Fuel, Lights, Power and Water.....	625.14	
Equipment.....	704.19	
Building Repairs.....	112.19	
Traveling Expenses.....	201.39	
Library.....	241.17	
Summer Quarter.....	2,046.84	
Training Schools.....	7.57	
Contingent.....	242.52	\$17,171.76.

School Department:

Table Supplies.....	\$10,848.02	
Laundry.....	1,985.36	
Salaries of Employees.....	2,297.00	
Repairs and Renewals.....	705.23	
Fuel, Lights, Power and Water.....	1,189.62	
Room Rent.....	1,026.22	
Library.....	75.13	
Summer Quarter.....	1,623.41	
Salaries of Music Instructors.....	496.50	
Training Schools.....	160.00	
School Supplies.....	2,391.56	
Miscellaneous.....	70.86	\$22,868.91
		\$40,040.67
" School Supplies.....	3,171.16	
" Miscellaneous.....	67.85	\$22,708.82

Amount Owing Treasurer..... \$ 344.32 \$23,053.14

J. L. Smith
PRESIDENT, STATE NORMAL AND
INDUSTRIAL SCHOOL FOR WOMEN.

Examined and found correct,

Ernest F. Galloway
Bank Note

Quintessence
W. W. ...

Finance Committee
Sept. 18th 1913

(Items 2 and 9) The policy of the school is to use its plant to the utmost and to crowd in as many students as possible. This has resulted in badly overtaxing the general utilities of the institution. The Trustees have not desired to incur indebtedness to supply these urgent needs, believing that a statement of the facts will impress the General Assembly with the importance of providing sufficient funds for relief. Only forty students can be crowded into the classroom now used as a library and the shelf space is entirely filled. There is now no room large enough to accommodate all of the students in assembly and at chapel, necessitating standing and crowding the aisles in the classrooms now used for this purpose. The dining-room and kitchen are now in a basement and are badly cramped; and the space

Respectfully submitted,
BOARD OF TRUSTEES OF THE STATE
NORMAL AND INDUSTRIAL SCHOOL FOR
WOMEN AT HARRISONBURG.

March 26, 1914.

At the annual meeting of the Board of Trustees of the State Normal and Industrial School for Women at Harrisonburg, held this day at the school, the following members were present, namely, Messrs. Kezyle, Early, Stone, Moore, Weaver, Golsan, and Clement.

The minutes of the last meeting were read and approved.

The Committee appointed by the Chairman to audit the school accounts reported that the statements, books, vouchers, etc., of the Treasurer, Secretary, and President of the school had been examined and found correct. The statements are filed as a part of these minutes.

The Chairman made a statement as to the present status of the Board of Trustees, a message having been received from the Governor advising the Board as now constituted to proceed with business until further notified.

Upon motion of Col. Golsan the officers of the Board were re-elected, as follows: -

President - George B. Kezyle

Vice-President - Floyd W. King

Treasurer - George T. Conrad

Secretary - Julian A. Burman

In accordance with the By-laws, the President appointed the following standing committees:

Executive Committee: Messrs. Kezyle, Steamer, (ex-officio), Weaver, Moore, and King.

Finance Committee: Messrs. King, Moore, Kezyle, Weaver, and Golsan.

Committee on Buildings and Grounds: Messrs. Early, Byrd, Golsan, Horsley, and Kezyle.

Committee on Instruction: Messrs. Stone, King, Steamer, and Horsley.

The Chairman stated that the General Assembly of 1914 has appropriated \$50,000 for a new building and called on architect Chas. W. Robinson, who was present by request, to explain the plans for the proposed building known on the complete plan as "Dining Hall" building.

The architect presented and explained the preliminary sketches, and suggested that proposals be sought on alternate specifications in order that contracts may be let within the amount at the disposal of the Board for this purpose. This appearing to be the sense of the Board, the architect was directed

to proceed as rapidly as possible with the working plans and to advertise for bids on alternate propositions.

It was decided that the Board shall be called to meet on April 28, 1914, to consider bids with a view to awarding the contract for the building.

The president of the school presented his annual report, which was received and filed.

The budget for the year ending February 28, 1915 was discussed by items, and approved as presented by the president, the following vote being recorded:-

Ayes: Messrs. Keppell, Stone, Weaver, Moore, Clement, Early, and Golsan; Nays: none.

Upon motion the Treasurer was instructed to deposit the State funds belonging to the "special appropriation" for buildings in the Peoples Bank of Harrisonburg.

The meeting adjourned, to meet April 28, 1914.

Respectfully submitted,
Juliana Purpus,
Secretary

FINANCIAL STATEMENT OF THE SECRETARY
OF THE BOARD OF TRUSTEES FROM SEPTEMBER 1, 1913, TO FEBRUARY 28, 1914.

Warrants issued on the Treasurer:

<u>No.</u>	<u>To</u>	<u>For</u>	<u>Amount</u>
271	Thomas Plumbing & Heating Co.	Buildings(Special)	\$ 500.00 ✓
272	" " " " "	" "	91.99 ✓
273	Geo. N. Conrad, Treasurer	Expenses of Board	2.50 ✓
274	Frank Moore	" "	4.78 ✓
275	Eustace F. Golsan	" "	10.50 ✓
276	F. W. Weaver	" "	6.30 ✓
277	F. W. King	" "	7.95 ✓
278	W. M. Bucher & Son	Buildings(Special)	1,445.00 ✓
279	Burke & Price	Expenses of Board	95.35 ✓
280	" " "	Insurance	67.50 ✓
281	W. M. Bucher & Son	Buildings(Special)	3,230.00 ✓
282	Frank Moore	Expenses of Board	4.53 ✓
283	Floyd W. King	" "	8.33 ✓
284	Harry Byrd	" "	5.25 ✓
285	Eustace F. Golsan	" "	10.50 ✓
286	J. Turner Clement	" "	11.00 ✓
287	Floyd W. Weaver	" "	6.90 ✓
288	Furr Brothers	Buildings(Special)	5.05 ✓
289	Thos. Meehan & Sons	Grounds(Special)	172.25 ✓
290	F. W. King	Expenses of Board	23.00 ✓
291	W. M. Bucher & Son	Buildings(Special)	1,360.00 ✓
292	Hoopes, Bro. & Thomas Co.	Grounds(Special)	200.00 ✓
293	F. W. King	Expenses of Board	14.55 ✓
294	W. M. Bucher & Son	Buildings(Special)	2,125.00 ✓
295	W. M. Bucher & Son	Buildings(Special)	950.97 ✓
296	W. M. Bucher & Son	Grounds(Special)	432.89 ✓
			<u>\$10,792.09</u>

Respectfully submitted,

Verified
W. M. Weaver
Dec 10, 1913

Juliana Purpus
SECRETARY OF BOARD OF TRUSTEES,
STATE NORMAL AND IND. SCHOOL.

FINANCIAL STATEMENT
FROM SEPTEMBER 1, 1913, TO FEBRUARY 28, 1914.

STATE DEPARTMENT

<u>Receipts:</u>	<u>Annuity</u>	<u>Special</u>
Balance on hand September 1, 1913.....	\$ 2,302.17	\$ 513.15
Appropriation, State of Virginia.....	<u>17,500.04</u>	<u>10,000.00</u>
	\$19,802.21	\$10,513.15
 <u>Expenditures:</u>		
<u>President's Warrants</u>		
Salaries of School Employees.....	\$13,588.10	
Grounds.....	920.49	
Stationery, Printing, Advertising.....	430.25	
Miscellaneous Office Expenses.....	262.18	
Fuel, Lights, Power, and Water.....	517.84	
Equipment.....	2,620.15	
Building Repairs.....	785.49	
Traveling Expenses.....	294.14	
Library.....	24.23	
Training Schools.....	<u>80.00</u>	
	\$19,522.87 ✓	
 <u>Secretary's Warrants</u>		
Grounds.....	\$ - - - -	\$ 805.14 ✓
Buildings.....	- - - -	9,708.01 ✓
Expenses of Board of Trustees.....	211.44 ✓	
Insurance.....	<u>67.50</u> ✓	
	\$19,801.81	\$10,513.15
 <u>Balance on hand March 1, 1914.....</u>	 <u>.40</u>	
	\$19,802.21	
 School supplies.....	 - - - -	
Miscellaneous.....	<u>39.00</u>	
	\$18,874.19 ✓	
 <u>Balance on hand March 1, 1914.....</u>	 <u>6,738.50</u>	 <u>\$25,612.69</u>
" Tuition.....	279.00	
" Board.....	16,167.71	
" Music Tuition.....	398.50	
" Kindergarten Tuition.....	45.00	
" School Supplies.....	2,413.57	
" Miscellaneous.....	<u>468.39</u>	\$20,724.17 ✓
 <u>Amount Owing Treasurer.....</u>	 <u>\$ 2,097.89</u>	 <u>\$22,822.06</u> ✓

Examined and found correct,

J. B. Keizer
Director

R. M. Mann
J. Clement
Ormond Stone

Johanna Brown
PRESIDENT, STATE NORMAL AND
INDUSTRIAL SCHOOL FOR WOMEN.

Statement of Receipts and Disbursements of Geo. W. Conrad, Treasurer
of State Normal and Industrial School for Women at Harrisonburg.

from September 1, 1913, to February 28, 1914,

inclusive.

To Balance in Bank at close of business August 31, 1913,	\$6,175.25
" Amt. of Auditor's draft for month of August, 1913,	2,916.66
" " received of Auditor for maintenance for months of September, October, November and December, 1913, and January and February, 1914,	17,500.04
" " received of Auditor of Public Accounts in full balance of State Appropriations for improvements,	10,000.00
" " received from Insurance Companies for damage by fire to laundry building,	371.80
" " received of Dr. J. A. Burruss, President of the School,	20,352.37
Total of receipts,	<u>\$ 57,316.12</u>

By total of Board Warrants paid,	\$9,508.23
" " " State Appropriation Warrants pd.,	20,750.83
" " " President's Warrants	2,850.31
" " " School Accounts	16,681.15
Balance in Bank at close of business February 28, 1914,	<u>7,525.60</u>

Respectfully submitted,

Audited and found correct March 26, 1914.

Geo. W. Conrad
W. H. Keegan
J. H. Bennett *W. H. Keegan*
W. H. Keegan

Finance Committee.

William A. Burruss
 PRESIDENT, STATE NORMAL AND
 INDUSTRIAL SCHOOL FOR WOMEN.

meetings and school business.....	000
Library, Renewals and Additions.....	0
Summer Quarter.....	200
Training Schools, Supplies, etc.....	0
Contingent.....	50
Expenses of Trustees.....	500
Insurance.....	<u>600</u>
	\$35,000

April 28, 1914.

Pursuant to a call of the President of the Board, The Board of Trustees of the State Normal and Industrial School for Women at Harrisonburg met in the Science Hall of the school on this date, the meeting being called to order by the President, and the following members being recorded as present: Messrs. Keezell, Golsan, Moore, Clement, Horsley, Stone, Weaver, Early, and King. The Secretary of the Board and the School Architect were also present.

The minutes of the last meeting were read and approved.

The purpose of the called meeting was stated by the Chairman, namely, the consideration of bids for the erection of the Dining Hall (or Students') Building. It appeared that only one firm had submitted a proposal, namely, Messrs. Wm. M. Bucher & Son, of Harrisonburg, Virginia. The President of the School and the School Architect stated that they had advertised for proposals in two of the Richmond daily papers and in the Harrisonburg paper during a period of two weeks as shown by the copy of the advertisement appended to these minutes. The architect also stated that he had given personal invitations to bidders on other State work to bid on this contract.

Before opening the bid of Messrs. Bucher & Son the architect was asked to give an estimate on the building, for the guidance of the Board. He stated that this building is substantially the same as was designed by him and approved by the Board two years before, that the amount estimated as necessary for the erection of the building was \$65,000.00, including the heating, and that this amount had been requested of the General Assembly for the purpose. The architect further declared that he had no hope of getting the building for the appropriation made by the General Assembly, namely, \$50,000.00, and that he had therefore asked for alternate bids No. 1 and No. 2, which provided for leaving portions of the building uncompleted. He also explained that his estimate for alternate bid No. 2 was \$50,000.00, exclusive of the heating and the architects' fees, and that it would probably be necessary to make farther revision if no more funds were available. The architect stated that the stack for the present heating plant was being severely taxed and that heating of the new building would be difficult from the present plant even