

AGENDA

Meeting to be held on April 29 at 1:00 p.m.
at 8 schneider street

Supper will be served :- 50 cents per person.

- 1) Holidays:- people are to have written down when they plan to go on holidays for scheduling purposes.
- 2) Income tax:- splitting up income tax returned or to be returned.
- 3) Work schedule for the summer:- Liz is to have a rough schedule of manpower (womanpower) needed.
 - a) liz or someone else will have to take on the job of drawing up the schedule.
 - b) discussion of whether or not to have someone in the shop every day during the week and whether to schedule building and/or maintenance.
- 4) Learning over the summer:- winnie and bill to pull together a proposal on this. if you have ideas get in touch with them.
- 5) Camera and darkroom:- rod and steve to look into buying a camera and setting up the darkroom for such.
- 6) Economics for the past year:- mike to present a synopsis of our progress.
- 7) Nick and peter's summer salaries.
- 8) Economic planning council:- setting up a committee to coordinate and draw up a 5? year plan.
- 9) Gestetner:- final decision.
- 10) Farm:- david to report back.
- 11) Book for groups:- set up a group to produce a procedures booklet for groups coming into dumont. *3/1 - 11. 10. 1967*
- 12) Unemployment insurance:- a possible hassle for people to be aware of.
- 13) Truck:- where to keep, arrangement for keys, use of book, charging for use, etc.
- 14) Brian Iler:- set up a meeting may 12 or 13. *2/2/67*
- 15) Discussion of june and july agendas.
- 16) Ontario *8/1*
- 17) Books *yes*
- 18) Media Convention: Ann Arbor Michigan *7/2/67. Dan.*

Minutes of April 29th

There were fifteen points on the original agenda and three more were added: Ontario, Books, Media Convention
Everyone received a copy of the agenda at the meeting-if you did not receive one, there is a copy in the minute book
We did not follow the agenda according to order but did discuss in some form all points

1) Financial statement by Mike

Michael had copies of the financial report of the year ending with this Apr-May of which one can be found in the minutes book with a few corrections and explanations
If you do not have a copy of the financial statement it would be advisable to read the one in the office before the June meeting so that you have at least some idea of what kind of shape we have been in and the prediction for the summer

2) Economic planning council:-setting up a committee to coordinate and draw up a 5? year plan.

Discussed and agreed to set up a committee to come up with possibilities for economic alternatives, projections or suggestions of such for our 'business' for a one year (two year if possible) period

The people on this committee are as follows:

Bill Aird, Mike Canivet, David Manoogian, Eddy Hale, Diane Mason.

This committee has agreed to report at the June meeting.

3) Nick and Peters summer salaries:

It was agreed that both Nick and Peters would be paid \$600. for the period of May to the end of August

It was also agreed that this is not considered a precedent in any way, shape, or form.

4) Holidays:

No-one was definite on when they wished to have holidays except for Roddy who wants the one week in May for sure

Mary, Manoog, and Steve will be on an OFY project
Peter and Nick will be exploring new areas

5) Work schedule for the summer:- Lis will draw up the work schedule for the ~~first~~ month of May ; there will be an attempt to see how many people we need for the production of the Chevron during the summer

We agreed that there should be someone at the shop every day from the hours of 10:30 to 4:00pm

A committee was set up to schedule building for the time before the first chevron: Everyone is to participate in the building if at all possible-we will then clean the shop before the first chevron starts

The committee consists of: Eddy, Mary, Liz, Trudy, Mannog.

- 6) Income Tax: Mike has to be given the figures from Income Tax write on the blackboard how much you got back from Income Tax before Wednesday (May 3)
- Camera and darkroom: Rod and Steve want to set up a darkroom and buy a camera to have in the shop: it would be especially valuable not only as a learning experience in photography but also with photogs in newspapers, etc.
They were requested to have a more concrete financial breakdown for the meeting on May 12th
- 8) Gestetner: agreed to buy the gestetner from Bob when he has an estimate for the value of the machine.
- 9) Farm:--David was to report back if he had anything more about it He did not.
- 10) Unemployment Insurance: Those people who will be laid off for the summer will receive their employment insurance separation notices during the first week of May and should file them as soon as possible after fees received in order to receive benefits promptly.
- 11) Truck: the truck keys should be kept at Dumont at all times except when truck is in use.
the truck should not be kept over night unless they have filled out the log book as to where the truck is and if they are willing and able to bring in the truck the next morning if it is needed.
There is to be a logbook in the shop to be filled in whenever the truck is taken
There is to be a log-book in the truck to be filled in by whoever the uses the truck as to the mileage and reason for use.
The charge for personal use of the truck is 10cents a mile
- 12) Ontarion: requested to typeset at our shop for the summer months at the lowest rates possible with them doing the majority of the work
request denied.
- 13) Books: A possibility of the publisher wanting us to typeset 1-3 books over the summer
Eddy is to get in touch with the gentleman and refer info to the meeting of May 13th
- 14) Media Convention: There is a media convention the 12 weekend of the 12 and 13 of May of radical newspapers
Agreed to subsidize 2 people to go to Ann Arbour, Michigan for the convention (transportation and registration).

15) Learning over the summer: Winnie and Bill presented a proposal

Perforating: Winnie will set up a typing course that people can, should use to improve their typing skills: individually or in groups -- also a suggestion that she set up speed tests that we could take for our understanding of our progress.

The typewriters in the office should be used for this purpose or your own if you have one.

The Chart: a chart will be set up showing people and jobs. People should indicate what areas they are skilled in and what areas they need to spend more time in

This will be a direct aid to scheduling.

Procedures: 4 people to get together procedure for different areas within the shop, co-ordinate them and make every effort to provide all information necessary to do all jobs well and distribute this info in a clear, concise and readily available form.

The- The four people are Bill, Liz, Eddy, Dan
Newsletter: an idea for communicating to the area of Waterloo and to friends who have moved on general info about Dumont and other related subjects--to think on.

16) Book for groups:- set up a group to produce a procedures booklet for groups going into dumont.

The group is Bob Mason, Manoog, John Stafford Dan, Trudy.

Agreed that other people can use the machine on the basis that they are well-known, are knowledgeable in operating the machines and have been approved by their sponsor. If there is any objection to a person who has been approved, it will be brought up in a meeting.

Agreed that we will: a) respect a person's ability to sponsor

b) when a person sponsors a group, that person is responsible to be at the shop with the group (or make sure someone from Dumont is) at all times until that group is responsible and knowledgeable of the shop and procedures therein.

c) after a group gains that competence they can take independent responsibility but still must keep in touch with their sponsor.

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‡ There is a "basic costs for materials" list in the contracts -to charge a non-commercial group for work done on a cost basis you check that list before they begin the work so you will know the supplies you must keep track of On the basis of this price list and the amount of supplies used by the group you charge the group. Any labour that you decide to charge for should be added to this amount provided of course that you discussed it with the group.

17) Meeting on May 13 at 1 pm. at Dumont with Brian Iler.

18) June agenda. 3 dday meeting the first weekedn in june
general disussion on dumont
hiring and firing
economic plan for the next while
salaries
contracts (final decision)
preliminary dicsussion on people workin. in september
discussion of july agenda

Please send in clear proposals prior to the meeting so copies can be run off and distributed before and during the meeting so that we don't run on forever. Hand them in to Lill Aird.

The above is important if we are to have a productive three days.

Please check and see what you said you would do in the above minutes

Hope the sun is shining on you Lis, from Liz.