

FOLDER NO.

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Constitutional Convention
II/Administration/1
November 11, 1955

Meeting of the Administrative Committee, Nov.11, 1955.

The entire committee was present, with Secretary Tom Stewart and Mr. Jack McKay, and Mr. Emil Sadie also in attendance.

The meeting was called to order, after which Dora M. Sweeney was elected Secretary of the committee.

Lack of flages in the convention hall was brought to the attention of the committee; Mr. Hilscher reported that operation Statehood would supply these.

Chairman Coghill called on Secretary Tom Stewart for a brief discussion of the matters with which the committee must concern itself. These are briefly listed as follows:

1. Size of staff; duties of secretariat personnel and various members of the administrative staff; salaries; number of workers in the office, et cetera.
2. Assignment of space. Mr. Stewart listed the space available for committee work not only in the present building but in other buildings about the campus, including the library.
3. Scheduling of meetings, to prevent conflict where any one member might be scheduled for more than one meeting at the same hour.
4. Possibility of holding large public meetings in the auditorium of the Mines Building.
5. Desirability of roping off or more clearly defining the "Bar" of the convention.
6. Transportation of members and staff.
7. Recording of the convention proceedings.
8. Technical staff. Mr. Stewart explained how the 1949 law setting up the Statehood Committee had instructed the committee to provide all information possible for consideration at the time of the constitutional convention, and in this connection it had been necessary for the committee to secure the help of consultants thru a contract with the PAS. Mr. Stewart suggested that it might be well for the committee to retain the Statehood Committee as our LRB (as in New Jersey) and make it possible for us to continue the relationship already set up between the Statehood Committee and the PAS. The question of whether Statehood funds could be used for consultants was brought up and Mr. Stewart advised that funds for this were provided in the 1955 law. Also the question was asked as to whether the duties of the Statehood committee ended with the taking over of such consultant services, but Mr. Stewart said the Statehood committee was to continue until the Constitution had been ratified. This is clear in the law, - which established the Statehood committee. Mr. Stewart had a resolution to recommend but this was deemed not the proper place for discussion of same.

This completed the brief discussion of the various problems.

Minutes - Administration

Mr. Hellenthal asked that the rules concerning this committee be read. This was done (Chap. 5, Rule 16 (2)).

Concerning assignment of space, Mr. Hellenthal moved that the Secretary of the convention assign available space to the various committees. Seconded by Mr. Kilcher. Motion carried.

Schedule of meetings: This was determined to be a concern of the Rules committee.

Bar of the Convention: It was moved by Mr. Fischer, seconded by Mr. Knight, that a rope be placed across the posts in convention hall to designate the "Bar" of the convention. Motion carried.

Locker space: Mr. Hellenthal moved, seconded by Mr. McNeas, that the secretary be instructed to make arrangements to get locker space for the delegates, without costs except transfer costs. Motion carried.

Transportation: Mr. Hellenthal moved that the Secretary be instructed to arrange for transportation morning and night for the delegates, secretarial and administrative personnel, with the cost to be borne by the delegates, secretarial and administrative personnel. In this connection, suggestions included having the bus at 9 in the morning and 5 in the evening; also the possibility of using "passes".

Mr. Hellenthal reworded his motion: He moved that the committee request and direct the Secretary to make and report with regard to daily bus transportation for delegates, administrative and technical staff, the cost to be paid by the delegates or staff. Seconded by Mr. Knight. Motion carried.

Mr. McNeas inquired regarding the possibility of securing better chairs and possibly desks in convention hall. Secretary Stewart reported that this might be arranged if the committee desired.

The matter of the staff was next taken up. Chairman Coghill read the proposed budget. There followed a discussion of the responsibilities of each member of the clerical force. The title of the "Receptionist and Mail Clerk" was amended to read "Message Center Chief."

70 minutes
Mr. Stewart recommended that we adopt the wage scale which we considered in our meeting of the 10th, in order that we can be assured of highly qualified help. Some dissatisfaction had been encountered regarding the committee's stand to increase clerical salaries 15% above those paid during the 1955 Legislative session. After considerable discussion it was moved by Mr. Hilscher that the pay scale indicated in Section B of the budget be adopted. Seconded by Mr. Kilcher.

There had been placed before us a revised "Tentative Estimate of Costs" on which was a new item "Librarian" at \$25.00 per day. Mr. Stewart was asked to justify this item, which he did to the satisfaction of the committee.

Mr. Hellenthal moved to amend the motion by addition of the words "for convention calendar days, excluding recess." Seconded by Kilcher. The motion carried and the amendment was adopted. Question was called on the main motion, as adopted. Motion carried.

It was moved by Mr. Hellenthal that the maximum number of employees shown in Schedule B 1, table of organization, be approved. Seconded by Mr.s Fischer. Motion carried.

It was moved by Mr. Hellenthal that the Secretary be instructed to fill the table of organization in such manner as he sees fit. Seconded by Mr. Knight.

The committee recessed for one-half hour for lunch.

It was brought to the attention of the committee that Schedule B did not show the salary of the Convention Secretary. However, Mr. Stewart had not returned from lunch, so this matter was passed over at this time.

The previous question was called. The motion was put, and it carried, 7 yeas and 2 nays.

It was moved by Mr. Knight, seconded by Mrs. Fischer, that delegates and employees be paid on a weekly basis. Motion carried, with one nay vote.

It was moved by Mr. Hilscher (that henceforth prayers exploring the assistance of Heaven, and its blessings on our deliberations, be held in this Assembly every morning before we proceed to business, and that one or more of the Clergy of the area be invited to officiate in that service, and that the Secretary be requested to make the necessary arrangements.) Seconded by Mr. Knight. Motion carried.

Mr. McKay explained Items 2 and 3 of Second B. Discussion followed on other items of Section B, and regarding whether this committee was to adopt this portion. It was explained this was nothing more than an estimated break down of a possible budget. Mr. Hellenthal's motion asking that the Secretary produce as soon as possible a list of accounts payable was lost for lack of a second.

Mr. Hilscher's move to accept Items 2,3,4,5 and 6 of Section B as an estimate of costs covering the maximum period of the convention was withdrawn before call of the question.

Item C was then discussed. Mr. McKay explained the figures set up.

Mr. Stewart asked concerning the appointment of an Assistant Chief Clerk, using one of the Stenographers listed in the original schedule. Having justified the need for the committee, it was moved by Mr. Knight, seconded by Mr. Kilcher, that we set up a position of Assistant Chief Clerk at \$24 per day. Motion carried.

Mr. Knight moved, seconded by Mr. Kilcher, that Secretary Stewart be paid by this convention from November 8th, at the rate of \$35 per day. Motion was withdrawn with consent of second, before call of the question.

Mr. Hellenthal moved that the Stathood Committee be reimbursed for Mr. Stewart's present salary and per diem for the period November 8, 1955, to date of adjournment of the convention, which present salary and per diem has been set by the Stathood Committee on an annual basis, at \$31.66 plus \$12.00 per day per diem, and that the tentative budget be adjusted accordingly. Seconded by Mr. Knight. Mr. Kilcher attempted to amend the motion to exclude the per diem from reimbursement, but failed to secure a second to his motion. Question on the main motion was called. Motion carried.

Mr. McKay at this time adjusted the estimate to show the corrections made.

Printing of stationery for delegate use was brought up by Mrs. Helen Fischer. After some discussion, wherein it was mentioned that the stationery could be printed with names of the delegates down the left-hand side of the paper, and that all delegates had the same, not individually arranged, stationery, it was moved by Mrs. Fischer, and seconded by Mr. Hilscher that stationery be printed for the convention. Motion carried seven to 2.

Mr. Kilcher moved the delegates mail be handled by the mail clerk and stamped and mailed out. Motion failed for lack of second.

Mrs. Fischer moved that \$25 be allowed each deegate for stamps at the beginning of the convention. Seconded by Mr. Kilcher. Discussion followed, after which the motion was reprazed: that each delegate be given a \$25 postage allowance. Seconded by Mr. Kilcher. Motion carried five to 3.

Mr. McKay made the necessary adjustments to the Estimate of Costs.

Mr. Hellenthal moved that sheets consisting of two pages showing estimated convention costs of \$262,000 be approved as a tentative estimate of costs of the convention with the exception of matters relative to delegates costs and secretariate personal services which were more specifically approved in prior motions. Seconded by Mr. Knight. Motion carried.

Mr. Sady presented a resolution to cover some itmes we had been discussing, which, after discussion by the committee, Mr. Hellenthal placed before the committee as follows:

"Moved that the secretary is hereby authorized to incur obligations for purposes herein budgeted, provided that he shall first obtain the approval of the committee on Administration before incurring any obligation for any one item exceeding \$100; and provided further that the Secretary shall maintain such records and shall render such reports on financial transactions as may be requested by the Committee on Administration."

The motion was seconded by Mr. Knight. Motion carried.

Mr. Knight moved that no expenses incurred by this convention prior to November 8, 1955, be acceptable. Seconded by Mr. Hellenthal, Motion carried.

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It was moved by Mr. Hellenthal that Jack McKay be engaged consistent with his duties with the Legislative Council by the Constitutional convention, at a per diem of \$12 plus necessary travel expenses while in Fairbanks or while away from Juneau. Seconded by Mrs. Fischer. Motion carried unanimously.

Without objection, the figure for printing the Constitution was raised to \$6,000 and the Miscellaneous fund was adjusted accordingly.

On motion of Mrs. Fischer, second by Mr. Kilcher, the meeting adjourned to meet again during the time of the first recess Saturday morning.

Dora M. Sweany

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Without objection, the figure for printing the Constitution was raised to \$6,000 and the Miscellaneous fund was adjusted accordingly.

On motion of Mrs. Fischer, second by Mr. Kilcher, the meeting adjourned to meet again during the time of the first recess Saturday morning.

Dora M. Sweeney

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The committee on administration met at 1:45 p.m., Nove. 12, 1955.

to approve the draft of the committee report to the plenary session. Chairman Coghill read pages one, two, and three of the draft, after which Mr. Hellenthal moved that the amended Section 10 as read by adopted as the action of this committee and that yesterday's action on this same matter be rescinded. Seconded by Mrs. Fischer. Motion carried, 6 ayes, 1 nay, 1 not voting, and 1 absent (Hilscher). Page 4 of the report was then read after which it was moved by Mr. Knight, that we approve Committee Report No. 1. Seconded by Mr. Kilcher. Motion carried. The meeting then adjourned.

Dora M. Sweeney
Secretary.

on Administration - Minutes

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Constitutional Convention
II/Administration/3
November 14, 1955

Administrative Committee meeting Nov. 14, 1955, 1:00 p.m.

Present at the meeting: Chairman Coghill, Mr. Knight, Mr. Nolan, Mr. Laws, Mrs. Fischer, Mr. Hilscher, Mr. McNeese, Mr. Kilcher, and Mrs. Sweeney.

Minutes of the previous meeting were read and accepted.

Memorandum from Convention President Egan on "Effective Committee Work" was read by Chairman Coghill. To complete organization of the committee, Chairman Coghill opened nominations for vice-chairman. Mr. Knight nominated Mr. Hilscher. There being no other nominations Mr. Nolan moved that the nominations be closed. Mr. Knight asked unanimous consent, and there being no objection, the nominations were closed and Mr. Hilscher was elected vice-chairman of the committee.

Chairman Coghill reported that flags were being supplied by the VFW and Operation Statehood. He also reported that it was expected that tables and chairs for convention hall would soon be available.

It was announced that Mr. Hurley was interested in assignment to the Administration Committee in exchange for one of his committee assignments. Mr. Knight said he would see Mr. Hurley about such a possible change in committee assignment.

Mr. Stewart reported on the office help he had secured as follows:

Chief Clerk, Mrs. Katherine Alexander, Juneau
Sergeant-at-arms, Dave Brown, Anchorage
Two stenographers, Mrs. Hutchinson and Mrs. Taylor, Fairbanks
Mimeograph Operator, Sherri Hoopes, Fairbanks
Messenger, Dolores Goad, Anchorage
Message Center Chief, Irene Russell, Fairbanks
Recording Clerk, Mrs. Stokes, Fairbanks
Librarian, Doris Ann Bartlett, Fairbanks

No assistant Chief clerk, clerk-typists, or doorkeeper had been hired to date, and only two stenographers. In order that the committee will be up-to-date on employment of help, Mr. Stewart will keep us advised as he increases his staff from time to time.

It was moved by Mr. Hilscher that Mr. Stewart's report of hiring of personnel be accepted by this committee, with retroactive pay to date of employment but not prior to Nov. 8, 1955. Seconded by Mr. Knight.

There being no further business to come before the meeting, we adjourned to the call of the chair.

Approved
11-15-55

Dora M. Sweeney
Secretary

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Constitutional Convention
II/Administration/4
November 16, 1955

ADMINISTRATION MEETING November 16, 1955.

Present: Chairman John Coghill, Mr. Knight, Mrs. Fischer, Mr. Hilscher, Mr. Laws, Mr. Nolan, and Mrs. Sweeney.

Absent: Mr. Kilcher.

Minutes of the previous meeting were read and accepted.

The need for "dressing" up the convention center was discussed at some length, after which Mr. Hilscher moved that we purchase two Alaska flags and two American flags, 4 x 6, for display purposes at Convention Hall. Seconded by Mr. Knight. Motion carried.

It was moved by Mr. Laws that calendars be placed in every committee room and in the convention hall. Seconded by Mr. Knight. Motion carried.

Chairman Coghill reported that the possibility of obtaining tables and better chairs was good. It was thereupon moved by Mr. Knight that Secretary Stewart be directed to proceed to secure these tables and chairs for convention hall. Seconded by Mr. McNees. Motion carried.

The need for another podium for the left side of the speaker's platform was mentioned and Secretary Stewart was directed to secure one.

The vouchering system was explained at some length to the committee, as was the matter of long distance telephone calls and telegrams sent by delegates on official business. It was moved by Mr. Hilscher that the President and Secretary be authorized to make official telephone calls or send official telegrams. Delegates desiring to make official telephone calls or send official telegrams shall receive prior approval from the president on forms to be supplied by the Secretary. Seconded by Mr. Laws. Motion carried.

Beginning Monday, Secretary Stewart will present weekly financial reports to the committee for their study.

Mr. Stewart advised the committee that Mr. Sadie was preparing statements outlining the duties of the various members of the administrative staff. Mr. Stewart emphasized that the staff would be flexible and would be used wherever the necessity arose, and the office employees understood this.

The possibility of securing QUIET, and other directional signs was discussed, and this will be left in the hands of the convention secretary.

Convention President Egan joined the committee at this point.

Mr. Stewart explained the apparent need now for hiring of a doorkeeper, whereupon it was moved by Mr. Knight that if a doorkeeper is needed to properly perform the work of this convention, that a doorkeeper be hired by the Secretary. Seconded by Mr. Laws. Motion carried.

Chairman Coghill then briefly mentioned the items still left for consideration, which included the channelling of administrative matters through this committee, personal appearance of employees, allocation of funds for the approving of the constitution, and assignment of seats on the convention floor.

Mr. Stewart reported that lockers would be available in about ten days. He said he was preparing a memorandum to bring about clear understanding of the use of the library. He also explained the procedure for getting mimeographing work done. He announced that he had hired Betty Miles of Fairbanks as a stenographer, and Mrs. Gooch of Nome as precision typist, giving us three stenographers and one typist in our stenographers pool.

Mr. Stewart discussed a resolution he had prepared outlining the services of and the procedure for obtaining special consultants. This resolution was to be presented to the convention this afternoon.

There was some question regarding the continuance of the special committee appointed to arrange for the taping of the plenary session.

The meeting adjourned.

Dora M. Sweeney

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Constitutional Convention
II/Administration/5
November 17, 1955

Administrative Committee, Nov. 17, 1955.

All members present. Minutes of the previous meeting were read and accepted.

Mr. Stewart reported progress on the matters of flags, podium, table and chairs. He also stated that the Sergeant-at-arms and Doorkeeper will see that the chairs are in proper place every morning, so that the confusion of this morning would not be repeated.

Mr. Stewart then read memorandum designated Secretariat/4/a and explained the various sections. Two items were added as follows, both under Item 3, Duties. Section 2, add subsection "(f)" to show that the librarian will also maintain a clip file or scrap book; (proper wording to be inserted by the convention secretary).

Section 4 (Under Item 3), ad subsection "d", Transportation clearance. It was suggested that Mr. Stewart secure a badge for the doorkeeper to identify him to visitors as an official of the convention.

Mr. Hilscher moved and asked unanimous consent that the staff memorandum just considered be adopted. There being no objection, the memorandum was adopted.

Mr. Stewart then read the memorandum on the use of the Library. This will not be presented to the convention but copies will be posted and copies placed on delegates' desks.

Chairman Coghill stated that hereafter Monday would be devoted entirely to the review and study of the Secretary's financial report. As a special order of business next Monday, the matter of extending the time of those officers who will be required to remain after the convention to complete the work of the convention, would be taken up.

Chairman Coghill also reported that tomorrow's meeting would be for the chairman, vice chairman and secretary only, for the purpose of preparing a weekly report to the convention.

The meeting then adjourned.

Dora M. Sweeney

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Constitutional Convention
II/Administration/6
November 21, 1955

All members of the committee and Convention Secretary Tom Stewart were present.

Altho this was the day set aside for the review of the financial report, this matter was deferred until tomorrow in order to give Mr. Stewart sufficient time to complete it.

Mr. Stewart briefly reviewed the assignment of committee rooms and advised this committee it would have room 208 permanently. The report on assignment of rooms will be presented to the committee chairmen for final review and approval this afternoon, Mr. Stewart reported.

Mr. Stewart also reviewed the telephone setup which had been arranged on the third floor for use of the staff and delegates, and again briefly discussed the manner of handling official long distance telephone calls and telegrams.

Mr. Hilscher and Mr. Stewart brought the committee up-to-date on the matter of tape recording the plenary session. Since this was a matter in the hands of a special committee, no action followed.

The tables and chairs for convention hall will be installed this afternoon.

Mr. Stewart advised that lockers could be made available Friday if it was the wish of the committee to provide them. It was moved by Mr. Knight, seconded by Mr. Kilcher, that the lockers be installed. Motion carried.

Mr. Hilscher suggested that a blackboard be purchased and set up in convention hall to show the number of the convention day and the number of days remaining for completion of our work. The secretary was instructed to secure such a blackboard and the Sergeant-at-arms is to be responsible for its use. Mr. Laws again requested calendars, which Mr. Stewart reported were on order.

For our information Mr. Stewart advised that he had asked the Attorney General for an opinion on the immunity of the delegates.

Mr. McNees asked whether there was any clearing committee to which individuals wishing to appear before the convention could be directed. Since there is no such committee it was the concensus that such individuals should be advised to contact the President of the convention.

Concerning consultants, - Mr. Stewart stated that three committees had requested technical assistance. Mr. George Rogers of the Governor's Office, and Mr. Welden Cooper of Virginia, will soon be here. Mr. Cooper comes here under arrangements made between the PAS and the Statehood Committee. The convention will reimburse the Statehood Committee for funds expended for consultant services. All committee chairmen are being kept advised of the requests for consultants so that their committees will be fully aware of the technical assistance which will be available.

On motion by Mr. Hilscher, second Mr. Knight, the meeting adjourned.

Dora M. Sweeney

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Constitutional Convention
II/Administration/7
November 22, 1955

All members and convention Secretary, Mr. Stewart, were present.

Minutes of the previous meeting were read and accepted.

The financial report was discussed by Mr. Stewart, and a copy of same is made a part of these minutes.

Mr. Stewart stated that he was getting bids for stationery and envelopes and expected to have them printed before the end of the week. Prices were quoted on 10,000 sheets and envelopes, varying in cost as to percentage of rag content. After discussion it was moved by Mr. Kilcher that we have our stationery printed on 50% rag content paper. Seconded by Mr. Nolan. Motion carried, with Mr. Knight and Mr. Laws voting nay. Mr. Kilcher then moved that the Alaska flag in blue be integrated into the printing of the stationery. Seconded by Mr. Nolan. Motion lost, with only the movers of the motion voting in the affirmative.

Mr. Hilscher moved that the chaplains be paid an honorarium of \$10 per day, retroactive to the opening of the convention. Seconded by Mr. McNees. Mr. Knight moved to amend the motion by changing the pay from \$10 to \$6 per day. Seconded by Mr. Kilcher. Motion carried, with Mr. Nolan and Mr. Kilcher voting nay. Question on the main motion was called and resulted in tie vote. Chairman Coghill then voted with the affirmative. Motion carried.

Mr. Stewart was asked to prepare for the use of the delegates, a list of the secretarial staff to make it easier for the delegates to address them when seeking information.

Mr. Hilscher, under privilege of the floor, suggested that this committee complete its work as quickly as possible in order that delegates can go on with their other work in order to speed up the work of the convention. The time is slipping away fast. After some discussion it was considered advisable not to meet again, except on call of the chairman.

Thereupon the meeting adjourned.

Dora M. Sweeney

ADMINISTRATIVE COMMITTEE

II/Administration/8
November 25, 1955

All members were present except Mr. Nolan. Convention Secretary Tom Stewart also sat in with the committee.

Minutes of the previous meeting were read and accepted.

Chairman Coghill reviewed the committee's work for the past week, and it was the concensus that no report to the convention was necessary.

Mr. Stewart reported that he had let the bid for the stationery and envelopes to Jessens' Weekly and expected to have proofs today.

Mrs. Fischer asked that the flggs be in place before Senator Knowland's visit to College, and the chairman appointed Mr. Hilscher to see that this matter was taken care of.

Permission was granted the clerical staff to use the delegates' lounge during lunch or brief rest periods.

The question of having coffee available in the delegates' lounge or in the kitchen was held over until a later date.

Chairman Coghill reported that he will be absence from the convention until December 5, having been granted permission to attend the White House Conference on Education. Vice Chairman Hilscher will conduct meetings during Mr. Coghill's absence.

There being no further business, the meeting adjourned to call of the chair.

Dora M. Sweeney

more on Administration - 11/minutes

Administration/9 was never assigned, but Administration/10 was assigned to minutes of a meeting after the one that followed Administration/8.

Note: Complete file contains minutes of a meeting held December 6, 1955, & ledger shows Admin/9.

Minutes
Administration

ADMINISTRATION COMMITTEE MEETING December 9, 1955

Present: Chairman John Coghill, Mr. Knight, Mr. Hilscher, Mr. Kilcher.

Absent: Mrs. Fischer, Mrs. Sweeney, Mr. Laws and Mr. Nolan, *Mr. McKee.*

Also Present: George Rogers, Phil Sady and Dolores Goad.

In the absence of the secretary, Dolores Goad was appointed acting secretary.

Mr. Hilscher reported that, according to KPAR Radio station manager, the Convention has used 21 hours of tape time to date.

Chairman Coghill discussed with the committee the availability of films from the Alaska Visitors Association and the Corps of Engineers that might be shown to the Convention. Mr. Hilscher asked that a copy of the "Pipeline" film also be obtained, if possible, from the Corps of Engineers.

Mr. Hilscher moved, seconded by Mr. Knight, that the films be shown to the Convention, the time and date to be set by the Chairman. Carried unanimously.

Mention was made of the congestion at the session hall door. The Secretariat will instruct the Sgt.-at-Arms, Messenger and Doorkeeper to keep the door clear at all times and to take steps to maintain silence in the hallways.

Mr. Hilscher discussed the need for a loud speaker in the visitors gallery. The Secretariat was instructed to obtain such a speaker system.

The bookkeeper was instructed by the committee to insert in the estimated costs of the Convention the item of estimates for the Convention recess. She was also requested to attend all Administration Committee meetings.

After discussion, motion was made by Mr. Knight, seconded by Mr. Hilscher, that another stenotypist be hired by the Secretariat. Motion carried unanimously.

The announcement was made that another clerk-typist has been hired, as of December 10, by the Secretariat. The Committee approved this addition to the staff.

The Committee then heard a discussion of the financial reports by Dolores Goad, bookkeeper for the Convention.

It was decided that mimeographed reports for the Delegates be made of the estimated costs for the Convention through the recess period as soon as this report is completed.

Motion made by Mr. Knight, seconded by Mr. Kilcher, that the total sum of \$9,000.00 be set aside for Printing of the Constitution, and the Election on Ratification. Such funds as are not now available for this purpose to be transferred from the Miscellaneous Fund. Carried unanimously.

Upon request of the bookkeeper a motion was made by Mr. Knight, seconded by Mr. Kilcher, that a charge account be established at the College Book Store for such petty cash items as might be needed by the staff. Carried unanimously.

Committee on Administration - Minutes

Motion made by Mr. Kilcher, seconded by Mr. Knight, and carried unanimously that T.R.'s for travel during the recess be made available to the Delegates.

Chairman Coghill was instructed to ask the Delegates to confirm the questionaire concerning their travel to and from home during the recess period. The Delegates will also be asked to confirm their mailing addresses for the recess period.

A policy discussion on compensation and per diem for the Delegates was held.

Mr. Sady announced that the lockers were not likely to arrive.

Motion made by Mr. Hilscher, seconded by Mr. Knight, that the employees are, at the discretion of the Chief Clerk, to be kept at work during the recess.

No further business, meeting adjourned.

Respectfully submitted,

Dolores D. Goad
Acting Secretary

SECRETARY OF ADMINISTRATION - 11/19/52

Constitutional Convention
II/Administration/11
December 13, 1955

ADMINISTRATION COMMITTEE MEETING December 13, 1955

Present: Chairman John Coghill, Mrs. Fischer, Mr. Hilscher, Mr. Kilsher,
Mr. Nolan, Mr. Laws, Mr. Knight.

Absent: Mr. McNees

Excused: Mrs. Sweeney

Also Present: Dolores D. Goad

In the absence of the secretary, Dolores Goad was appointed acting secretary.

A bill presented for bus transportation for the convention by the Alaska Overland, Inc. was approved for payment.

Motion made by Mrs. Fischer, seconded by Mr. Hilscher, that the bill be paid. Carried. Mr. Laws voting in the negative.

The bookkeeper was instructed to pay only the amount of the lowest first class passage for transportation charges for the Delegates.

Chairman Coghill reported that investigations were still being made for obtaining an additional steno-typist.

The financial report was presented and discussed. It was decided that the report would be distributed to the Delegates for their information.

No further business, the meeting was adjourned.

Respectfully submitted,

Dolores D. Goad
Dolores D. Goad,
Acting Secretary

January 27, 1956

REPORT OF COMMITTEE ON ADMINISTRATION

MR. PRESIDENT:

Your Committee on Administration has prepared the following program for the occasion of the signing of the Constitution of the State of Alaska and recommends its approval by the Convention:

PROGRAM

"Star Spangled Banner"

The University of Alaska Band

Convening of Convention Session

Invocation

Rev. John C. Stokes

Roll Call of Delegates

Address

Hon. B. Frank Heintzleman, Governor of Alaska

Signing of the Constitution

Prayer of Dedication

Rev. R. Roland Armstrong, D.D.

Address

Hon. William A. Egan, President, Alaska Constitutional Convention

"Alaska's Flag"

Ladd Field Men's Chorus

Benediction

Most Reverend Francis D. Gleason, S. J.

Adjournment to February 6, 1956.

The University of Alaska has offered, if it is the pleasure of the Convention, to entertain the delegates and their family members present in Fairbanks at supper and with a short novelty program of entertainment at the University dining room at 6:30 PM on Sunday, February 5, 1956. The University would appreciate an expression of

Minutes on Administration - Minutes

the desires of the Convention with regard to this invitation, which is given with the wish that the Convention may feel free to decline if the occasion should not be convenient.

Your Committee proposes the printing of 100 copies of the Constitution on a parchment or high grade paper; the pages would be 13" x 18" in dimension, and the text would be printed in double columns. The pages would be encased in a suitable cover. Five of these copies would constitute the official copies provided for by Convention Rule 51. These copies would be signed at the ceremony on February 5th, and in addition, the signature page to be written on parchment by hand. The balance of the printed copies would be distributed to each delegate, and otherwise as the Convention may determine.

Minutes on Administration - 1/11/44

Meeting of the Administrative Committee, Nov. 11, 1955. *Adm. / 1*

The entire committee was present, with Secretary Tom Stewart and Mr. Jack McKay, and Mr. Emil Sadie also in attendance.

The meeting was called to order, after which Dora M. Sweeney was elected Secretary of the committee.

Lack of flags in the convention hall was brought to the attention of the committee; Mr. Hilscher reported that operation Statehood would supply these.

Chairman Coghill called on Secretary Tom Stewart for a brief discussion of the matters with which the committee must concern itself. These are briefly listed as follows:

1. Size of staff; duties of secretariat personnel and various members of the administrative staff; salaries; number of workers in the office, et cetera.
2. Assignment of space. Mr. Stewart listed the space available for committee work not only in the present building but in other buildings about the campus, including the library.
3. Scheduling of meetings, to prevent conflict where any one member might be scheduled for more than one meeting at the same hour.
4. Possibility of holding large public meetings in the auditorium of the Mines building.
5. Desirability of roping off or more clearly defining the "Bar" of the convention.
6. Transportation of members and staff.
7. Recording of the convention proceedings.
8. Technical staff. Mr. Stewart explained how the 1949 law setting up the Statehood Committee had instructed the committee to provide all information possible for consideration at the time of the constitutional convention, and in this connection it had been necessary for the committee to secure the help of consultants thru a contract with the PAS. Mr. Stewart suggested that it might be well for the committee to retain the Statehood Committee as our LRB (as in New Jersey) and make it possible for us to continue the relationship already set up between the Statehood Committee and the PAS. The question of whether Statehood funds could be used for consultants was brought up and Mr. Stewart advised that funds for this were provided in the 1955 law. Also the question was asked as to whether the duties of the Statehood committee ended with the taking over of such consultant services, but Mr. Stewart said the Statehood committee was to continue until the Constitution had been ratified. This is clear in the law, - which established the Statehood committee. Mr. Stewart had a resolution to recommend but this was deemed not the proper place for discussion of same.

This completed the brief discussion of the various problems.

Minutes on Administration - Minutes

Mr. Hellenthal asked that the rules concerning the committee be read. This was done (Chap. 5, Rule 16 (2)).

Concerning assignment of space, Mr. Hellenthal moved that the Secretary of the convention assign available space to the various committees. Seconded by Mr. Kilcher. Motion carried.

Schedule of meetings; This was determined to be a concern of the Rules committee.

Bar of the Convention: It was moved by Mrs. Fisher, seconded by Mr. Knight, that a rope be placed across the posts in convention hall to designate the "Bar" of the convention. Motion carried.

Locker space: Mr. Hellenthal moved, seconded by Mr. McNeese, that the Secretary be instructed to make arrangements to get locker space for the delegates, without cost except for transfer costs. Motion carried.

Transportation: ~~That~~ Mr. Hellenthal moved that the Secretary be instructed to arrange for transportation morning and night for the delegates, secretarial and administrative personnel, with the cost to be borne by the delegates, secretarial and administrative personnel. In this connection, suggestions included having the bus at 9 in the morning and 5 in the evening; also the possibility of using "passes".

Mr. Hellenthal reworded his motion: He moved that the committee request and direct the Secretary to make and report with regard to daily bus transportation for delegates, administrative and technical staff, the cost to be paid by the delegates or staff. Seconded by Mr. Knight. Motion carried.

Mr. McNeese inquire regarding the possibility of securing better chairs and possibly desks in convention hall. Secretary Stewart reported that ~~a committee was working on this matter.~~ *This might be arranged if the committee desired.*

The matter of the staff was next taken up. Chairman Coghill read the proposed budget. There followed a discussion of the responsibilities of each member of the clerical force. The title of the "Receptionist and Mail Clerk" was amended to read "Message Center Chief".

Mr. Stewart recommended that we adopt the wage scale which we considered in our meeting of the 10th, in order that we can be assured of highly qualified help. Some dissatisfaction had been encountered regarding the committees stand to increase clerical salaries 15% above those paid during the 1955 Legislative session. After considerable discussion it was moved by Mr. Hilscher that the pay scale indicated in Section B of the budget be adopted. Seconded by Mr. Kilcher. ~~Motion carried.~~

* There had been placed before us a revised "Tentative Estimate of Costs" on which was a new item "Librarian" at \$25.00 per day. Mr. Stewart was asked to justify this item, which he did to the satisfaction of the committee.

Mr. Hellenthal moved to amend the motion by the addition of the words "for convention calendar days, excluding recess". Seconded by Kilcher. The motion carried and the amendment was adopted. Question was called on the main motion, as adopted. Motion carried.

It was moved by Mr. Hellenenthal that the maximum number of employees shown in Schedule B 1, table of organization, be approved. Seconded by Mrs. Fischer. Motion carried.

It was moved by Mr. Hellenenthal that the Secretary be instructed to fill the table of organization in such manner as he sees fit. Seconded by Mr. Knight. ~~Motion carried.~~

The committee recessed for one-half hour for lunch.

It was brought to the attention of the committee that Schedule B did not show the salary of the Convention Secretary. However, Mr. Stewart had not returned from lunch, so this matter was passed over at this time.

The previous question was called. The motion was put, and it carried, 7 yeas and 2 nays.

It was moved by Mr. Knight, seconded by Mrs. Fischer, that delegates and employees be paid on a weekly basis. Motion carried, with one nay vote.

It was moved by Mr. Hilscher (that henceforth prayers exploring the assistance of Heaven, and its blessings on our deliberations, be held in this Assembly every morning before we proceed to business, and that one or more of the Clergy of the area be invited to officiate in that service, and that the Secretary be requested to make the necessary arrangements.) Seconded by Mr. Knight. Motion carried.

Mr. McKay explained Items 2 and 3 of Second B. Discussion followed on other items of Section B, and regarding whether this committee was to adopt this portion. It was explained this was nothing more than an estimated break down of a possible budget. Mr. Hellenenthal's motion asking that the Secretary produce as soon as possible a list of accounts payable, was lost for lack of a second.

Mr. Hilscher's move to accept Items 2,3,4,5 and 6 of Section B as an estimate of costs covering the maximum period of the convention, was withdrawn before call of the question.

Item C was then discussed. Mr. McKay explained the figures set up.

Mr. Stewart asked concerning the appointment of an Assistant Chief Clerk, using one of the Stenographers listed in the original schedule. Having justified the need for the committee, it was moved by Mr. Knight, seconded by Mr. Kilcher, that we set up a position of Assistant Chief Clerk at \$24 per day. Motion carried.

Mr. Knight moved, seconded by Mr. Kilcher, that Secretary Stewart be paid by this convention from November 8th, at the rate of \$35 per day. Motion was withdrawn with consent of second, before call of the question.

Mr. Hellenenthal moved that the Statehood Committee be reimbursed for Mr. Stewart's present salary and per diem for the period November 8, 1955 to date of adjournment of the convention, which present salary and per diem has been set by the Statehood Committee on an annual basis, at \$31.66 plus \$12.00 per day per diem, and that the tentative budget be adjusted accordingly. Seconded by Mr. Knight. Mr. Kilcher attempted to amend the motion to exclude the per diem from reimbursement, but failed to secure a second to his motion. Question on the main motion was called. Motion carried.

Mr. McKay at this time adjusted the estimate to show corrections made.

Printing of stationery for delegate use was brought up by Mrs. Helen Fischer. After some discussion, wherein it was mentioned that the stationery could be printed with names of the delegates down the left-hand side of the paper, and that all delegates had the same, not individually arranged, stationery, it was moved by Mrs. Fischer, and seconded by Mr. Hilscher that stationery be printed for the convention. Motion carried seven to 2.

Mr. Kilcher moved the delegates mail be handled by the mail clerk and stamped and mailed out. Motion failed for lack of second.

Mrs. Fischer moved that \$25 be allowed each delegate for stamps at the beginning of the convention. Seconded by Mr. Kilcher. Discussion followed, after which the motion was rephrased: that each delegate be given a \$25 postage allowance. Seconded by Mr. Kilcher. Motion carried five to 3.

Mr. McKay made the necessary adjustments to the Estimate of Costs.

Mr. Hellenthal moved that sheets consisting of two pages showing estimated convention costs of \$262,000 be approved as a tentative estimate of costs of the convention with the exception of matters relative to delegates costs and secretariate personal services which were more specifically approved in prior motions. Seconded by Mr. Knight. Motion carried.

Mr. Sadle presented a resolution to cover some items we had been discussing, which, after discussion by the committee, Mr. Hellenthal placed before the committee for adoption as follows:

"Moved that the secretary is hereby authorized to incur obligations for purposes herein budgeted, provided that he shall first obtain the approval of the committee on Administration before incurring any obligation for any item exceeding \$100; and provided further that the Secretary shall maintain such records and shall render such reports on financial transactions as may be requested by the Committee on Administration".

The motion was seconded by Mr. Knight. Motion carried.

Mr. Knight moved that no expenses incurred by this convention prior to November 8, 1955, be acceptable. Seconded by Mr. Hellenthal, Motion carried.

It was moved by Mr. Hellenthal that Jack McKay be engaged consistent with his duties with the Legislative Council by the Constitutional convention, at a per diem of \$12 plus necessary travel expenses while in Fairbanks or while away from Juneau. Seconded by Mrs. Fischer. Motion carried unanimously.

Without objection, the figure for printing the Constitution was raised to \$6,000 and the Miscellaneous fund was adjusted accordingly.

On motion of Mrs. Fischer, second by Mr. Kilcher, the meeting adjourned to meet again during the time of the first recess Saturday morning.

Dora M. Sweeney

Admin. 1/2

The committee on administration met at 1:45 p.m., Nov. 12, 1955.

to approve the draft of the committee report to the plenary session. Chairman Coghill read pages one, two, and three of the draft, after which Mr. Hellenthal moved that the amended Section 10 as read by adopted as the action of this committee and that yesterday's action on this same matter be rescinded. Seconded by Mrs. Fischer. Motion carried, 6 ayes, 1 nay, 1 not voting, and 1 absent (Hilscher).

Page 4 of the report was then read after which it was moved by Mr. Knight, that we approve Committee Report No. 1. Seconded by Mr. Kilcher. Motion carried.

The meeting then adjourned.

Dora M. Sweeney
Secretary.

Administrative Committee meeting Nov. 14, 1955, 1:00 p.m. *Adm. / 3*

Present at the meeting: Chairman Coghill, Mr. Knight, Mr. Nolan, Mr. Laws, Mrs. Fischer, Mr. Hilscher, Mr. McNees, Mr. Kilcher, and Mrs. Sweeney.

Minutes of the previous meeting were read and accepted.

Memorandum from Convention President Egan on "Effective Committee Work" was read by Chairman Coghill. To complete organization of the committee, Chairman Coghill opened nominations for vice-chairman. Mr. Knight nominated Mr. Hilscher. There being no other nominations Mr. Nolan moved that the nominations be closed. Mr. Knight asked unanimous consent, and there being no objection, the nominations were closed and Mr. Hilscher was elected vice-chairman of the committee.

Chairman Coghill reported that flags were being supplied by the VFW and Operation Statehood. He also reported that it was expected that tables and chairs for convention hall would soon be available.

It was announced that Mr. Hurley was interested in assignment to the Administration Committee in exchange for one of his committee assignments. Mr. Knight said he would see Mr. Hurley about such a possible change in committee assignment.

Mr. Stewart reported on the office help he had secured, as follows:

Chief Clerk, Mrs. Katherine Alexander, Juneau
Sergeant-at-arms, Dave Brown, Anchorage
two stenographers, Mrs. Hutchinson and Mrs. Taylor, Fairbanks
Mimeograph Operator, Sherri Hoopes, Fairbanks
Messenger, Dolores Goad, Anchorage,
Message Center Chief, Irene Russell, Fairbanks
Recording Clerk, Mrs. Stockes, Fairbanks
Librarian, Doris Ann Bartlett, Fairbanks

No assistant Chief clerk, cler-typists, or doorkeeper had been hired to date, and only two stenographers. In order that the committee will be up-to-date on employment of help, Mr. Stewart will keep us advised as he increases his staff from time to time.

It was moved by Mr. Hilscher that Mr. Stewart's report of hiring of personnel be accepted by this committee, with retroactive pay to date of employment but not prior to Nov. 8, 1955. Seconded by Mr. Knight. Motion carried.

There being no further business to come before the meeting, we adjourned to the call of the chair.

Dora M. Sweeney
Secretary

*approved
11-15-55*

*CONVENTION
Committee on Administration - Minutes*

Present: Chairman John Coghill, Mr. Knight, Mrs. Fischer, Mr. Hilscher, Mr. Laws, Mr. Nolan, and Mrs. Sweeney.

Absent: Mr. Kilcher.

Minutes of the previous meeting were read and accepted.

The need for "dressing" up the convention center was discussed at some length, after which Mr. Hilscher moved that we purchase two Alaska flags and two American flags, 4 x 6, for display purposes at Convention Hall. Seconded by Mr. Knight. Motion carried.

It was moved by Mr. Laws that calendars be placed in every committee room and in the convention hall. Seconded by Mr. Knight. Motion carried.

Chairman Coghill reported that the possibility of obtaining tables and better chairs was ~~very~~ good. It was thereupon moved by Mr. Knight, that Secretary Stewart be directed to proceed to secure these tables and chairs for convention hall. Seconded by Mr. McNees. Motion carried.

The need for another podium for the left side of the speaker's platform was mentioned and Secretary Stewart was directed to secure one.

The vouchering system was explained at some length to the committee, as was the matter of long distance telephone calls and telegrams sent by delegates on official business. It was moved by Mr. Hilscher that the President and Secretary ^{be} authorized to make official telephone calls and to send telegrams. Delegates desiring to make official telephone calls or sent official telegrams shall receive prior approval from the president on forms to be supplied by the Secretary. Seconded by Mr. Laws. Motion carried.

Beginning Monday, Secretary Stewart will present weekly financial reports to the committee for their study.

Mr. Stewart advised the committee that Mr. Sadie was preparing statements ^{outlining} ~~concerning~~ the duties of the various members of the administrative staff. Mr. Stewart emphasized that the staff would be flexible and would be used wherever the necessity arose, and the office employees understood this.

The possibility of securing QUIET, and other directional signs was discussed, and this will be left in the hands of the convention secretary.

Convention President Egan joined the committee at this point.

Mr. Stewart explained the apparent need now for the hiring of a doorkeeper, whereupon it was moved by Mr. Knight that if a doorkeeper is needed to perform the work of this convention ^{properly}, that a doorkeeper be hired by the Secretary. Seconded by Mr. Laws. Motion carried.

Chairman Coghill then briefly mentioned the items still left for consideration, which included the channelling of administrative matters through this committee, personal appearance of employees, allocation of funds for the approving of the constitution, and assignment of seats on the convention floor.

Mr. Stewart reported that lockers would be available in a bout ten days. He said he was preparing a memorandum to bring about clear understanding of the use of the

library. He also explained the procedure for getting mimeographing work done. He announced that he had hired Betty Miles of Fairbanks as a stenographer, and Mrs. Gooch of Nome as precision typist, giving us three stenographers and one typist in our stenographers pool.

Mr. Stewart discussed a resolution he had prepared outlining the services of and the procedure for obtaining special consultants. This resolution was to be presented to the convention this afternoon.

There was some question regarding the continuance of the special committee appointed to arrange for the taping of the ~~presentation~~ plenary session.

the meeting adjourned.

Dora M. Sweeney

Administrative Committee, Nov. 17, 1955.

Minutes / 5

All members present. Minutes of the previous meeting were read and accepted.

Mr. Stewart reported progress on the matters of flags, podium, table and chairs. He also stated that the Sergeant-at-arms and Doorkeeper will see that the chairs are in proper place every morning, so that the confusion of this morning would not be repeated.

Mr. Stewart then read memorandum designated Secretariate/4/a and explained the various sections. Two items were added as follows, both under Item 3, Duties. Section 2, add subsection "(f)" to show that the librarian will also maintain a clip file or scrap book; (proper wording to be inserted by the convention secretary).

Section 4 (Under Item 3), add subsection "d", Transportation clearance. It was suggested that Mr. Stewart secure a badge for the doorkeeper to identify him to visitors as an official of the convention.

Mr. Hilscher moved and asked unanimous consent that the staff memorandum just considered be adopted. There being no objection, the memorandum was adopted.

Mr. Stewart then read the memorandum on the use of the Library. This will not be presented to the convention but copies will be posted and copies placed on delegates' desks.

Chairman Coghill stated that hereafter Monday would be devoted entirely to the review and study of the Secretary's financial report. As a special order of business next Monday, the matter of extending the time of those officers who will be required to remain after the convention to complete the work of the convention, would be taken up.

Chairman Coghill also reported that tomorrow's meeting would be for the chairman, vice chairman and secretary only, for the purpose of preparing a weekly report to the convention.

The meeting then adjourned.

Dora M. Sweeney

Nov. 21, 1955

6/6

All members of the committee and Convention Secretary Tom Stewart were present.

Altho this was the day set aside for the review of the financial report, this matter was deferred until tomorrow in order to give Mr. Stewart sufficient time to complete it.

Mr. Stewart briefly reviewed the assignment of committee rooms and advised this committee it would have room 208 ^{com. chm} permanently. The report on assignment of rooms will be presented to the plenary session for final review and approval this afternoon, Mr. Stewart reported.

Mr. Stewart also reviewed the telephone setup which had been arranged on the third floor for use of the staff and delegates, and again briefly discussed the manner of handling official long distance ~~and~~ telephone calls and telegrams.

Mr. Hilscher and Mr. Stewart brought the committee up-to-date on the matter of tape recording the plenary session. Since this was a matter in the hands of a special committee, no action followed.

The tables and chairs for convention hall will be installed this afternoon,

Mr. Stewart advised that lockers could be made available Friday if it was the wish of the committee to provide them. It was moved by Mr. Knight, seconded by Mr. Kilcher, that the lockers be installed. Motion carried.

Mr. Hilscher suggested that a blackboard be purchased and setup in convention hall to show the number of the convention day and the number of days remaining for completion of our work. The secretary was instructed to secure such a blackboard and the sergeant-at-arms is to be responsible for its use. Mr. Laws again requested calendars, which Mr. Stewart reported were on order.

For our information Mr. Stewart advised that he had asked the Attorney General for an opinion on the immunity of the delegates.

Mr. McNeas asked whether there was any clearing committee to which individuals wishing to appear before the convention could be directed. Since there is no such committee it was the consensus that such individuals should be advised to contact the President of the convention.

Concerning consultants, - Mr. Stewart stated that three committees had requested technical assistance. Mr. George Rogers of the Governor's Office, and Mr. Welden Cooper of Virginia, will soon be here. Mr. Cooper comes here under arrangements made between the PAS and the Statehood Committee. The convention will reimburse the Statehood Committee for funds expended for consultant services. All committee chairmen are being kept advised of the requests for consultants so that their committees will be fully aware of the technical assistance which will be available.

On motion by Mr. Hilscher, second Mr. Knight, the meeting adjourned.

Dora M. Sweeney

Sh Administration - Minutes

All members and convention secretary, Mr. Stewart, were present.

Minutes of the previous meeting were read and accepted.

The financial report was discussed by Mr. Stewart, and a copy of same is made a part of these minutes.

Mr. Stewart stated that he was getting bids for stationery and envelopes and expected to have them printed before the end of the week. Prices were quoted on 10,000 sheets and envelopes, varying in cost as to percentage of rag content. After discussion it was moved by Mr. Kilcher that we have our stationery printed on 50% rag content paper. Seconded by Mr. Nolan. Motion carried, with Mr. ~~Nolan~~ Knight and Mr. Law voting nay. Mr. Kilcher then moved that the Alaska flag in blue be integrated into the printing of the stationery. Seconded by Mr. Nolan. Motion lost, with only the movers of the motion voting in the affirmative.

Mr. Hilscher moved that the chaplains be paid an honorarium of \$10 per day, retro-active to the opening of the convention. Seconded by Mr. McNees. Mr. Knight moved to amend the motion by changing the pay from \$10 to \$6 per day. Seconded by Mr. Kilcher. Motion carried, with only Mr. Nolan voting nay. Question on the main motion was called and resulted in tie vote. Chairman Coghill then voted with the affirmative. Motion carried. *and Mr. Kilcher*

Mr. Stewart was asked to prepare for the use of the delegates, a list of the secretarial staff to make it easier for delegates to address them when seeking information.

Mr. Hilscher, under privilege of the floor, suggested that this committee complete its work as quickly as possible in order that delegates can go on with their other work in order to speed up the work of the convention. The time is slipping away fast. After some discussion it was considered advisable not to meet again, except on call of the chairman.

Thereupon the meeting adjourned.

Dora M. Sweeney

Minutes - Administration

ADMINISTRATIVE COMMITTEE

November 25, 1955 Admin/8

All members were present except Mr. Nolan. Convention Secretary Tom Stewart also sat in with the committee.

Minutes of the previous meeting were read and accepted.

Chairman Coghill reviewed the committee's work for the past week, and it was the concensus that no report to the convention was necessary.

Mr. Stewart reported that he had let the bid for the stationery and envelopes to Jessens' Weekly and expected to have proofs today.

Mrs. Fischer asked that the flggs be in place before Senator Knowland's visit to College, and the chairman appointed Mr. Hilschar to see that this matter was taken care of.

Permission was granted the clerical staff to use the delegates' lounge during lunch or brief rest periods.

The question of having coffee available in the delegates' lounge or in the kitchen was held over until a later date.

Chairman Coghill reported that he will be absence from the convention until December 5, having been granted permission to attend the White House Conference on Education. Vice Chairman Hilscher will conduct meetings during Mr. Coghill's absence.

There being no further business, the meeting adjourned to call of the chair.

Dora M. Sweeney

DORA M. SWEENEY
MEMBER, FIRST DIVISION
JUNEAU, ALASKA

COMMITTEES:
HEALTH AND WELFARE
EDUCATION
ENROLLING AND ENROLLING

TWENTY-SECOND SESSION
ALASKA TERRITORIAL LEGISLATURE
HOUSE OF REPRESENTATIVES

ADMINISTRATIVE COMMITTEE

Dec. 6, 1955

Admin 19

Members present: Chairman Coghill, Delegates Nolan, Knight, Laws, Kilcher, McNeese, and Sweeney.
Delegates Helen Fischer and Hilscher absent.

Minutes of the previous meeting were not read.

Chairman Coghill presented for consideration recommendations concerning "Outside Districtation of convention documents", which was adopted as written together with additional paragraph advising delegates to contact the secretariat immediately as to additional copies of convention documents which they wish to secure, so that sufficient copies would be mimeographed.

Also considered was a resolution concerning convention recess. Paragraph 1 of the Resolve was corrected on the second line to read January 3, 1956. An attempt was made to delete the words 'and to compensation and per diem' from the third paragraph of the resolve, but this was lost.

Line three, of Resolve No. 4, was amended by the addition of the words "hearings, if it is necessary for the delegates to travel from their homes for such periods". This was on motion of Delegate Nolan, who asked unanimous consent. There being no objection the amendment was adopted. In the same line, the word 'hearings' was capitalized and the word 'which' was stricken.

Resolve No. 5. It was moved by Mr. Knight that the words 'and who are unable to return thereto during the recess period,' be stricken. Seconded by Mr. McNeese. Motion carried.

It was moved by Mr. Knight that this proposal be brought to the convention as a committee resolution. Seconded by Mr. Nolan, Motion carried.

The committee was brought up to date on Consultants who had been called. The latest were Mr. Elliott (Sheldon D., Dean of Law, New York University and Director Institute of Judicial Administration/ and Mr. _____ McKean _____.

It was also announced that Mr. _____ Potter had been hired as messenger.

ADMINISTRATION COMMITTEE MEETING December 9, 1955

Present: Chairman John Coghill, Mr. Knight, Mr. Hilscher, Mr. Kilcher.

Absent: Mrs. Fischer, Mrs. Sweeney, Mr. Laws and Mr. Nolan, Mr. McMan.

Also Present: George Rogers, Emil Sady and Dolores Goad.

In the absence of the secretary, Dolores Goad was appointed acting secretary.

Mr. Hilscher reported that, according to KFAR Radio station manager, the Convention has used 21 hours of tape time to date.

Chairman Coghill discussed with the committee the availability of films from the Alaska Visitors Association and the Corps of Engineers that might be shown to the Convention. Mr. Hilscher asked that a copy of the "Pipeline" film also be obtained, if possible, from the Corps of Engineers.

Mr. Hilscher moved, seconded by Mr. Knight, that the films be shown to the Convention, the time and date to be set by the Chairman. Carried unanimously.

Mention was made of the congestion at the session hall door. The Secretariat will instruct the Sgt.-at-Arms, Messenger and Doorkeeper to keep the door clear at all times and to take steps to maintain silence in the hallways.

Mr. Hilscher discussed the need for a loud speaker in the visitors gallery. The Secretariat was instructed to obtain such a speaker system.

The bookkeeper was instructed by the committee to insert in the estimated costs of the Convention the items of estimates for the Convention recess. She was also requested to attend all Administration Committee meetings.

After discussion, motion was made by Mr. Knight, seconded by Mr. Hilscher, that another steno-typist be hired by the Secretariat. Motion carried unanimously.

The announcement was made that another clerk-typist has been hired, as of December 10, by the Secretariat. The Committee approved this addition to the staff.

The Committee then heard a discussion of the financial reports by Dolores Goad, bookkeeper for the Convention.

It was decided that mimeographed reports for the Delegates be made of the estimated costs for the Convention through the recess period as soon as this report is completed.

Motion made by Mr. Knight, seconded by Mr. Kilcher, that the total sum of \$9,000.00 be set aside for Printing of the Constitution, and the Election on Ratification. Such funds as are not now available for this purpose to be transferred from the Miscellaneous Fund. Carried unanimously.

Upon request of the bookkeeper a motion was made by Mr. Knight, seconded by Mr. Kilcher, that a charge account be established at the College Book Store for such petty cash items as might be needed by the staff. Carried unanimously.

Committee on Administration - Minutes

Motion made by Mr. Kilcher, seconded by Mr. Knight, and carried unanimously that T.R.'s for travel during the recess be made available to the Delegates.

Chairman Coghill was instructed to ask the Delegates to confirm the questionnaire concerning their travel to and from home during the recess period. The Delegates will also be asked to confirm their mailing addresses for the recess period.

A policy discussion on compensation and per diem for the Delegates was held.

Mr. Sady announced that the lockers were not likely to arrive.

Motion made by Mr. Hilscher, seconded by Mr. Knight, that the employees are, at the discretion of the Chief Clerk, to be kept at work during the recess.

No further business, meeting adjourned.

Respectfully submitted,

Dolores D. Goad
Acting Secretary

Committee on Administration - Minutes

Dec. 10, 1955

Members present: Chairman Coghill, Mr. Kilcher, Mr. Knight, Mr. Hilscher, Mr. Nolan, Mr. Laws, Mr. McNees, and secretary Sweeney.

Dean Earl Beistline of the University of Alaska appeared before the committee to advise that Room 201 of the Mines Building would be available this evening at 7:00 p.m. for the showing of two films, and that seating capacity for 100 would be available. One film was made available thru the Corps of Engineers, and the other thru Mr. Frank Whaley, Executive Director of the Alaska Visitors' Association.

Chairman Coghill briefly discussed the minutes of the previous meeting, which had been held at the apartment of one of the members, and at which only four members were present. It was moved by Mr. Hilscher and seconded by Mr. McNees that the minutes of that meeting, and the action taken by approved by this committee. Motion carried.

Mr. Coghill reported that steps are being taken to secure a second steno-typist to relieve Mrs. Stockes who is working long hours, and needs relief.

Some discussion of recess per diem followed, after which the meeting adjourned.

Dora M. Sweeney
Secretary

Constitutional Convention
II/Administration/11
December 13, 1955

ADMINISTRATION COMMITTEE MEETING December 13, 1955

Present: Chairman John Coghill, Mrs. Fischer, Mr. Hilscher, Mr. Kilaheer,
Mr. Nolan, Mr. Laws, Mr. Knight.

Absent: Mr. McNees

Excused: Mrs. Sweeney

Also Present: Dolores D. Goad

In the absence of the secretary, Dolores Goad was appointed acting secretary.

A bill presented for bus transportation for the convention by the Alaska Overland,
Inc. was approved for payment.

Motion made by Mrs. Fischer, seconded by Mr. Hilscher, that the bill be paid. Carried.
Mr. Laws voting in the negative.

The bookkeeper was instructed to pay only the amount of the lowest first class passage
for transportation charges for the Delegates.

Chairman Coghill reported that investigations were still being made for obtaining an
additional steno-typist.

The financial report was presented and discussed. It was decided that the report
would be distributed to the Delegates for their information.

No further business, the meeting was adjourned.

Respectfully submitted,

Dolores D. Goad,
Acting Secretary

Minutes on Administration - 11

Meeting of the Committee on Administration

Dec. 19, 1955

Members present: Chairman Coghill, Mr. Hilscher, Mr. Nolan, Mr. Laws, Mr. Kilcher, Mr. Knight, Mr. McNees, and Secretary Sweeney. Chief Clerk Katherine Alexander. Convention President William Egan also was in attendance.

Mrs. Alexander reported on the operation of the secretariate during the recess period. She will be on duty until Friday, Dec. 23rd. Mr. Tom Stewart would be back on December 28th. Someone would be on duty at all times, to take care of mail, wires, and other convention business. The staff would also have all its work up-to-date before they recessed, and any materials not ready for the delegates on their departure, would be mailed to them. Mrs. Alexander also reported that checks and transportation requests would be mailed to delegates within the next day or so.

There was some discussion concerning the purchase of ten tape recordings of former Governor Gruening's address 'Let's end colonialism in Alaska' which the radio station was preparing. Six tapes had already been cut, and the cost for all ten was estimated at \$225. When Chairman Coghill had been advised of this matter he had stopped the work because the Committee on Administration had no knowledge of the matter. It was moved by Mr. Knight that the Statehood Committee be approached regarding this matter, with the possibility that they would assume this expense. Motion was seconded by Mr. Kilcher. Motion carried, with W. W. Laws the only nay vote.

President Egan reported that the station was behind in its cutting of duplicate tapes but would perhaps catch up during the recess.

Mr. Hilscher reported that to date approximately 50 hours of the 150 hours contemplated, had been used by the tape recording machines.

President Egan reported that Delegate McNeely had come to him and asked permission to secure the services of *Dworkin?* for research work for the Committee on Ordinances. Permission had been granted, and the services completed, but some question exists concerning the charges for the work. A corrected statement is being prepared and will be presented to the Committee for approval at a later time. (Dworkin)

There being no further business, the meeting adjourned.

Dora M. Sweeney
Secretary

Committee on Administration - Minutes

Present: Chairman Coghill,
Vice Chairman Herb Hilscher
W. W. Laws, William Knight, Helen Fisher, John McNees, Yule
Kilcher, Dora M. Sweeney

Minutes of the previous meeting were not read at this time.

The matter of heat in convention hall was of first concern, due to the cold weather outside. It was learned that the windows were not tight, considerable air flowing in from under the curtains; also, that there was quite a draft created by the opening and closing of the front doors by students entering the building during their meal hours. It was moved by Mr. Hilscher, seconded by Helen Fisher, that the University be asked to secure a curtain for the main entrance to convention hall to block off some of the cold air, and to take such other steps as may be necessary to assure a comfortable temperature in the hall. Motion carried.

Mr. Stewart stated that he had verified the bus schedule for our new schedule. There would still be a bus at 8:30 in the morning from the Nordale Hotel; there would be a 9:00 o'clock bus from College to Fairbanks, and the schedule for the night bus would be arranged later.

Mr. Stewart reported that he had arranged for Mr. Browning's services from the 9th thru the 14th, with a flat amount for coming and so much for transcripts furnished; the stenographer from Nome could possibly come the following week to help Mrs. Stokes (the latter to assist during the day also).

Miss Goad secured committee approval for payment of statement submitted by the Alaska Railroad for pullman accommodations for certain delegates going and coming to the convention. Mr. Kilcher asked unanimous consent that the bill be allowed. Miss Goad also presented the bill for telephone, long distance and local service. It was moved by Mr. Knight, seconded by Mr. Hilscher that the statement be paid. No objections, so ordered.

Miss Goad asked whether the committee would be satisfied if she presented an estimated ~~final~~ financial estimate, or whether an actual statement would be required at this time. The committee advised her they would be satisfied with an estimate, which she will present in the next few days.

There being no further business, the meeting adjourned.

Dora M. Sweeney
Secretary.

ADMINISTRATIVE MEETING

January 9, 1956

Present: Chairman John Coghill,
Vice Chairman Herb Hilscher
William Knight, Yule Kilcher, Helen Fischer, W. W. Laws,
John McKees and Dora M. Sweeney

Also present - Convention secretary Tom Stewart.

Mr. Stewart reported that arrangements have been made for evening services, including arrangements for delegates to eat at the close of the afternoon session (5:30) so that the delegates would not have to go to Fairbanks. Mr. Stewart also reported that he would discuss the matter of night meetings with Mr. Bebout and the President of the convention to determine if it would be absolutely necessary to work every night, or every other night.

Since it has become imperative that we secure relief for Mrs. Stokes, our stenotypist, who will not be able to continue for the evening sessions, Mr. Stewart said that we would be able to secure another stenotypist, Mr. Browning, at a rate of about \$1.13 per typed page. Arrangements could possibly be made later to secure the assistance of the court stenographer from Nome, if required. It was moved by Mr. Herb Hilscher, seconded by Mr. Yule Kilcher, that we engage Mr. Browning, on call, for evening sessions, at a rate of compensation to be determined by the Secretary in consultation with Mr. Browning, but not to exceed \$1.13 per typed page. Motion carried.

Mr. Stewart also brought us up to date concerning help in the secretarial force. Mrs. Hoopes is leaving on the 19th; also Mrs. Hutchings is no longer with us. Mrs. Miles is being broken in as Assistant Chief Clerk, and he suggested that we engage the services of three more girls, to take care of those who have or are leaving, and to replace Mrs. Miles, who was transferred to another position. There was no objection to Mr. Stewart's plan.

There being no further business, the meeting adjourned.

Dora M. Sweeney
Secretary

ADMINISTRATIVE COMMITTEE

January 16, 1956

Present: Chairman John Coghill
Vice Chairman, Herb Hilscher
Helen Fishber, John McNeas, Wm. Knight, W. W. Laws, Sweeney.

Financial Report dated January 16, 1956 was explained in detail by Dolores Goad.

Chairman Coghill reported that we were running considerably over on our recording item and an estimate additional amount of about \$4,000 would be required to cover this item to the end of the convention period. It was moved by Helen Fischer, seconded by Wm. Knight, that \$4,000.00 be transferred from Item C 2 (Miscellaneous) to Item B 6 (Recording). The motion carried.

Some discussion followed concerning the publicity which should be given to the constitutional convention on a national basis. This was briefly mentioned on the floor of the convention this morning, but further consideration was put off until our next meeting.

Mr. Hilscher reported that the photographer would be out on Wednesday to take the group picture during our mid-morning coffee break.

Mr. Emil Sadie, consultant, was questioned as to the signing of the copies of the constitution. He advised us that the constitution would be completed and must be signed before ten o'clock on the morning of February 6th.

Brief discussion followed on the printing of the constitution, and this matter was put off to our next meeting.

The committee also felt that Miss Goad should feel free to insist on night work by members of the secretarial staff if it were necessary in order to get the work out on time.

There being no further business, the meeting adjourned.

Dora M. Sweeney

ADMINISTRATIVE COMMITTEE

January 17, 1956

Present: Chairman John Coghill
Vice Chairman, Herb Hilscher
Yule Kilcher, W. W. Laws, John McNees, Helen Fischer,
Dora M. Sweeney

Convention Secretary Tom Stewart, and accountant Dolores Goad also present.

Chairman Coghill stated that the purpose of the meeting was to clean up pending matters, the most important of which was the publicity plan. The Chairman asked Mr. Hilscher to explain the problem facing the convention. Mr. Hilscher reported a complete lack of publicity concerning the convention in the states and expressed his belief that it was very important that publicity be started immediately on a nation-wide basis, believing that this might have an important and favorable effect on passage of the statehood bill this session of Congress. Mr. Hilscher outlined plans for poster contests in territorial schools; news releases to home states of delegates, and to professional and fraternal publications; he suggested following up a release from California with a telegram of thanks and an invitation to the newspaper to send one of its men to cover the balance of the convention, with possibly some assistance in deferring costs of sending such a person here.

There was some feeling among committee members that this was a matter for the Statehood Committee; also, as to whether the Constitutional Convention Act permits the expenditure of funds for publicity purposes.

The question of the size and printing of the constitution was brought up; it was felt that there should be several sizes printed; the pocket size; the framed type; and also a 'presentation' size in portfolio for libraries, governors, and schools.

A sub-committee consisting of Herb Hilscher, as Chairman, with Helen Fischer, John McNees and Yule Kilcher was appointed to discuss the above matters, then meet with those members of the Statehood Committee who are in attendance at the convention to ascertain what part the Statehood Committee could and would take in advertising the convention nationally. This committee was also to look into the poster contest. Mr. Hilscher was to contact a public relations office in Seattle to determine the approximate cost of hiring some individual to do this work on a full time basis for approximately a month. This committee will also look into the possibility of having a special Constitutional convention or ratification stamp printed, and the possibility of sending a group or groups around the territory to explain the constitution; and the possible preparation of analytical papers.

The matter of an extra steno-typist was brought up. Mr. Browning reported to Convention Secretary Stewart that his own work had piled up and he would not be able to attend the evening session but that his assistant would be here to make the record by 'steno-mask' - which was satisfactory.

There being no further business at this time, the committee adjourned.

Dora M. Sweeney
Secretary

Minutes of Administrative Committee

ADMINISTRATIVE COMMITTEE

January 20, 1956

Noon luncheon meeting.

Present: Chairman Coghill, Herb Hilscher, Yule Kilcher, John McNeas, James Nolan, William Knight, Dora M. Sweeney

Also Convention Secretary Tom Stewart.

Because of the pressure of other business, minutes of the previous meeting were not read.

Chairman Coghill presented the agenda for the meeting. The first item was the report of the sub-committee on the publicity program.

Mr. Hilscher reviewed again the plans outlined at yesterday's meeting which dealt with the possible hiring of an individual from Anchorage to do publicity work for national distribution on all delegates. Also included in the plan was the taking of action shots of each delegate. Mr. Hilscher estimated that the total cost for this nation-wide publicity would come to about \$1500.

There was objection to the cost of the program and the members felt that this was a matter for the Statehood committee.

Mr. Stewart stated that the Statehood Committee had asked him to meet with them this weekend and to bring in recommendations concerning the budget of the committee. He stated that the Statehood Committee publicity program looks more to the publicity necessary for the passage of the constitution itself, and he doubted whether this plan would fit into their budget.

When questioned concerning the amount of balance in the Statehood Committee account, Mr. Stewart outlined expenditures to date and estimated that there would be approximately \$50,000 left, which must carry the Statehood Committee until July 1, 1957, and out of this fund would be budgeted money for the general program of promoting statehood for the biennium.

When questioned as to whether he thought this program would fall within the scope of the act setting up the constitutional convention, Mr. Stewart stated that it was his opinion that it would not.

Mrs. Fishoer and Mrs. Sweeney expressed their objection to the plan being handled by the convention. (i.e. Mr. Hilscher's suggested plan).

Mr. Nolan moved, seconded by Mr. Knight that this committee recommend to the Statehood Committee that they give this plan consideration at their weekend meeting. Motion carried.

The second item on the agenda was held over until the dinner meeting this same day.

As to the third item on the agenda, Mr. Stewart read a telegram to Delegate Bartlett concerning the final preparation of the constitution for signing. He also reported the gist of the Delegates reply, referring us to a Mr. Warren Ferris in Los Altos, California, who would be the best qualified man to style and write the constitution. Mr. Stewart was authorized to send a telegram to Mr. Ferris and to follow up with a phone call to determine whether Mr. Ferris would be available for this work.

It was suggested that as soon as the date and place and other immediate details of the signing ceremonies have been settled, that the Mayor of Fairbanks be notified so that he could proclaim 'Constitutional Convention Day'. Meeting adjourned. D.Sweeney.

ADMINISTRATIVE COMMITTEE

Jan. 20, 1956

Dinner meeting, 6:30 p.m.

Present: Chairman Coghill, Herb Hilscher, Yule Kilcher, Wm. Knight, Helen Fischer, John McNeese, Dora M. Sweeney.

Also present, Convention Secretary Tom Stewart; Consultants Owen and Debout.

(Belmont)
The main discussion centered around Item 2 of the agenda, - the closing ceremonies.

After considerable discussion indulged in by most of the members of the committee, it was tentatively decided that the closing ceremonies be held at the new High School and that steps should be taken soon to secure this site.

It was suggested that invitational letters be written to all the Governors and that printed or engraved invitations be sent to others. Mr. Tom Stewart was asked to prepare a draft of the invitational letter for the committee's consideration. As to invitations, Mr. Coghill and Mrs. Fischer will contact the local printing shops to determine costs, type of printing or engraving, and other pertinent information.

There was some discussion also as to who should be invited to be our guest speaker and several names were mentioned. Mr. Stewart will attempt to secure some information on mailing lists and contact will be made with the local Chamber of Commerce to get addresses of all Alaska Chambers. Invitations will also be sent to all members of congress, mayors of Alaska cities, territorial legislators, and others as the committee will later decide.

It was tentatively decided that the closing ceremonies should be held on February 5th, Sunday, at 3 o'clock in the afternoon.

The meeting adjourned to the call of the chairman the following morning.

Dora M. Sweeney
Secretary

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Jan. 21, 1956

Present: Chairman Coghill, Mr. Knight, Mr. Laws, Mrs. Fishher, Mr. Nolan, Mr. McNees, Mr. Hilscher, Dora M. Sweeney.

Also President Egan and Convention Secretary Tom Stewart.

Minutes of the previous meeting were not read.

President Egan spoke briefly concerning the site for the closing ceremonies and expressed the thought that we might be obligated to hold the signing ceremonies at the University. After some discussion it was found to be the concensus that the University was the proper place for the ceremonies and it was moved by Mrs. Fischer, seconded by Mr. Knight, that the signing ceremonies be held in the gym at the University. Motion carried with one dissenting vote.

It was moved by Mr. Nolan, seconded by Mr. Hilscher that the time be set for 2:00 o'clock on the afternoon of Sunday, February 5th. Motion carried.

Mr. Stewart reviewed plans of the publishers of the Daily News Miner to publish a special edition for the date of signing of the constitutionl Mr. Stewart stated that the edition would carry the complete text of the constitution and the signatures of the delegates as they would appear on the original document. To accomplish this, it will be necessary for the delegates to provide signature sheet immediately, and this will be taken care of by Mr. Stewart at once.

Mr. Stewart also reported that he had contacted Mr. Warren Ferris concerning the writing of the constitution. Mr. Ferris reported that he could better do the work in his own studio rather than come to Fairbanks. He stated that portions of the constitution could be sent to him, and any questions could be dissolved by telephone. Mr. Ferris advised that a letter with full details was en route.

Mr. McNees suggested that a cluster of flags be provided for the signing ceremonies. Mr. Stewart will check on this possibility.

Chairman Coghill and Mrs. Fishher reported on the invitations. They were able to get a price of \$45.00 per 1000, printed about the same as the invitations mailed by the University for the opening ceremonies. After some discussions as to who should receive invitations, it was moved by Mr. McNees, seconded by Mr. Hilscher, that 3,000 invitations be ordered. These were to be sent to Congressmen, cabinet members, territorial legislators, department heads, newspapers, and national members of the statehood committee, and other interested persons. Also, delegates were to receive a sufficient number for their own use.

There was additional consideration of the scope of the closing ceremonies, and it was moved by Mr. Hilscher, seconded by Mr. McNees, that we make this as broad as our facilities would permit, - on a national basis.

There being no further business, the meeting adjourned to the call of the Chairman.

Dora M. Sweeney
Secretary

January 25, 1956
Polaris, 1012

Present: Chairman Coghill, Mr. Laws, Mr. McNeese, Mr. Kilcher, Mr. Knight, Mr. Hilscher, Mrs. Sweeney, Mrs. Fishher.

Convention Secretary Tom Stewart.

Mr. Coghill passed around the financial report dated January 24, 1956, but discussion and approval was postponed to a later meeting.

The program for the closing ceremonies was discussed at some length and the following was set up as a tentative schedule.

1. "Star Spangled Banner" Band
2. Convention called to order
3. Invocation - Bishop Gordon
4. Roll call
5. Statement by Governor
6. Signing by delegates
7. Prayer of dedication. Rev. Stokes
8. Statement by President Egan
9. Benediction, Bishop Gleason
10. "Alaska" Flag" Choir
11. Adjournment

The committee asked Mr. Stewart to plan the arrangement of the printed program.

Mr. Stewart gave further details concerning the special edition which is being prepared by the News Miner and reported that the publishers were providing a special signature sheet for the delegates to use in connection with this edition. The sheet and the special ink would be available at the convention soon.

Mr. Stewart was also advised to secure sufficient ink, of the special type required, and also to secure 150 pen holders and several boxes of various sized pen points to be used in signing the official copies of the constitution.

Mr. Warren Ferris' letter was discussed and it appeared to be the unanimous opinion that the official parchment document could not be prepared in time for the signing, but the signature sheet would be available. It was unanimously carried that not more than 60 copies of the printed constitution be signed, the required five official copies and one for each of the delegates. Those of the delegates can be signed when most convenient for the delegates.

Proofs on the invitations were examined and after suggesting that the printing be all of the modern type, it was moved by Mr. Kilcher, seconded by Mr. Knight, that 3000 be printed. Motion carried.

The matter of clean-up work after the convention was discussed briefly and members were asked to think about this matter. There was some thought that the Statehood Committee might be the best equipped to take over this task.

It was decided that at the closing ceremonies the President and two vice-presidents would sit together on the platform so as to eliminate any need for changing of officers while the president was signing the constitution. Also that the Secretary of the convention, Chief clerk and steno-typist would have placed on the floor of the convention. The desk for the signing would be placed in front of the president's position. It was planned that each delegate would be alone in signing so that anyone desiring individual pictures could secure them.

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As for the printing of the constitution for distribution, it was felt best to leave the printing of the pocket size edition to the Statehood Committee.

In connection with the distribution of the special edition of the News Miner, it was properly moved, seconded, and carried that the Secretary be permitted to expend convention funds to provide the News Miner with mailing envelopes for the edition, to be properly imprinted with constitutional material. The committee felt that this was one way to get wide distribution of the newspaper, thus helping the statehood cause. It was estimated that this would amount to about \$550.00.

It was also mentioned that we will have to adjust our budget to take care of the salary of our recorder whose work of transcribing will continue for some time after the close of the convention.

There being no further business, the meeting adjourned.

Dora M. Sweeney

Minutes on Administration - Minutes

ADMINISTRATIVE MEETING

Jan. 27, 1956

Mid-morning session to approve report to general assembly.

Present: Chairman Coghill, Mr. Kildher, Mrs. Fischer, Mr. Hilscher, Mr. Knight, Mr. McNees, Mr. Nolan, Mr. Laws, and Mrs. Sweeney.

Also present: President Egan, and Convention Secretary Tom Stewart.

Chairman Coghill read the report which was about to be presented to the general assembly (constitutional), including the program to beprinted.

It was recommended that we urge acceptance of the University's invitation to dinner and entertainment planned for Sunday, 6:30, February 5th.

Mr. Stewart reported that Mr. Ferris will charge \$25 per day and cost of all materials. The hand produced copy will not be available until after the 5th of February, but the signature sheet will be. There will be five printed official copies also to be signed during the ceremonies.

Mr. Stewart also spoke of the pamphlet copies, which will run 42 pages, double column. There will be 100 of the 13 x 18 size, and of these five will be used for official signature, 50 will be for delegates personal use, to be signed by each member, and the forty balance will be for distribution to schools, with fascimilie signatures, using the plates which the Daily News Miner is using for the special edition.

It was recommended that a plenary session follow on Monday morning, February 6th for the purpose of approving resolutions, and other necessary final actions.

Mr. Stewart also recommended that before the group is disbursed after the signing ceremonies, sufficient time be allowed for Mr. Paine to present a Certificate of Commendation to the group.

The report submitted by Chairman Coghill was approved, and the meeting adjourned, to submit the report to the convention.

Dora M. Sweeney
Secretary

ADMINISTRATIVE COMMITTEE

January 28, 1956

Present: Chairman Coghill, W. W. Laws, Wm. Knight, James Nolan, Herb Hilscher, John McNeese, Dora M. Sweeney.

Also Burke Riley, Dorothy Awes, Seaborn Buckalew, and Maynard Londborg.

Question was raised as to how many ^{five} official documents we were to sign and to whom they were to be assigned. We were advised there would be one original on parchment and handwritten, and ~~four~~ printed copies. It was not determined how these were to be distributed, and if one is not already earmarked for the University of Alaska, this number will be increased by one.

Several delegates attending the meeting voiced their objection to the arrangements made for the signing program.

It was brought out that additional invitations were needed and after discussion concerning this item with Miss Goad, it was recommended that the delegates be requested to signify their needs so that an additional supply could be printed and delivered by Monday afternoon.

(Clas. Hiffin Co.)

Mr. Knight presented a letter from the ^(Clas. Hiffin Co.) advising that 55 ball point pens, properly inscribed, were being airmailed for use of the delegates in commemoration of this ~~occasion~~ occasion.

There being no further business the meeting adjourned.

Dora M. Sweeney

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ADMINISTRATIVE COMMITTEE

January 31, 1956

1012 Polaris

Present: Chairman Coghill, James Nolan, W. W. Laws, William Knight, Helen Fischer, Yule Kilcher, John McNeese, Dora M. Sweeney

Convention Secretary Tom Stewart.

Reading of the minutes of the previous meeting were dispensed with.

Distribution of the five official copies of the constitution were made as follows:

1. Congress of the United States - President
2. Secretary of Alaska for Secretary of the new State
3. Territorial Library and Historical Museum at capital
4. Territorial Department of Libraries
5. University Library.

It was moved by Mr. Knight, seconded by Mr. McNeese, that the above distribution be adopted. Motion carried.

It was moved by Mrs. Fischer, seconded by Mr. Kilcher that the scroll copy of the constitution be placed in the museum at the capital, under cover, or in glass show case. Motion carried.

It was moved by Mrs. Fischer, seconded by Mr. Kilcher, that we reiterate our previous stand that the fifty-five delegates and the elected officer, Secretary of the convention who must also sign the constitution, receive ~~the~~ hand signed copies (in addition to the five signed official copies and the scroll.)

Mr. Nolan moved to amend the motion to include the Chief Clerk, seconded by Mr. W. W. Laws. Motion failed with only two voting for it.

Vote on the main motion carried. This makes 61 hand signed copies of the constitution, leaving 39 of the 100 planned for of this size. It was moved by Mr. Knight, seconded by Mr. McNeese, that the remaining 39 have the plate signatures placed on them. Motion carried.

Distribution of the 39 will be left to a later date. The Chairman will consider this with the President and Secretary of the Convention and bring back a recommendation.

It was moved by Mrs. Fischer that all of the 100 be numbered consecutively and that in the distribution of these copies by they be distributed alphabetically as they are signed, and that a record be kept of this distribution. Seconded by Mr. Knight. Motion carried.

In discussing the financial statement, it was brought out that the Stenotypist will have two months work to do, but did not expect to get paid for the full two months. It was moved by Mr. Laws that the work of the stenotypist be arranged by Chairman Coghill and Secretary Stewart. There was no objection.

Mr. Kilcher asked unanimous consent that all records of the convention go to the Secretary of the State, including the first tape. There was no objection. It was so ordered.

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Mrs. Fischer asked unanimous consent that the second run of the tape be turned over to the Statehood Committee. There was no objection voiced. So ordered. Those wanting parts of the tape should see the Statehood Committee. The securing of transcripts from the stenotypist was left for discussion at a later time.

Concerning a gift for President Egan, Mr. Kilcher suggested that we contact Artist Christian von Schneidau regarding the possibility of having a portrait painted; also there was a suggestion as to a gift of a silver service. Chairman Coghill named Mr. McNees, Mrs. Fischer, and Mr. Knight, a committee to look into this matter and report back as soon as possible.

There being no further business, and the time being late, the meeting adjourned.

Dora M. Sweeney
Secretary

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ADMINISTRATIVE COMMITTEE
11:45 a.m.

February 1, 1956

Present: Chairman Coghill, Mr. Hilscher, Mr. McNees, Mrs. Fischer, Mr. Kilcher,
W. W. Laws, Wm. Knight, Mrs. Sweeney.

Mr. McNees asked Mrs. Fischer to make a report on the contact made with Mr. von Schneidau. She reported that she was impressed with his work; was assured that a portrait could be painted in the time left; and that work would start this noon if the committee approved of the plan. She also reported that the small size portrait would not be large enough because of the fact that it was desirable to have a part of the desk show in the painting, so that a larger size was needed, but that the full price was not asked; that the charge would be \$500 plus about \$50 for special framing. The committee adopted the report and plan of the sub-committee.

The committee ~~adjourned~~ recessed, to convene again at 5 o'clock in room 1012 of the Polaris Apartments.

Dora M. Sweeney
Secretary

Minutes on Administration

Present: Chairman Coghill, John McNeese, Helen Fischer, Wm. Knight, W. W. Laws, James Nolan, Herb Hilscher, Yule Kilcher, Dora M. Sweeney.

Convention Secretary, Tom Stewart.

Minutes of the morning meeting were read; no corrections made.

Chairman Coghill stated that the purpose of the meeting was to approve the adjustment of accounts of the convention with the Statehood Committee in order to reimburse the latter for expenditures made in behalf of the Convention, as earlier provided by the convention in floor action.

Mr. Stewart enumerated the items as follows:

1. Mimeograph machine. Cost \$655. The convention was asked to assume \$355. of this cost. The machine, when no longer needed, will in all probability be taken over by the Legislative Council in Juneau. This amount was to come from the Equipment item in the budget. Moved by Mrs. Fischer, seconded by Mr. McNeese, that the Statehood Committee be reimbursed in the amount of \$355. Motion carried.
2. 400 Reams of mimeograph paper, total cost \$660.00. This was used in preparation of the convention studies. All this paper was used, and more according to Mr. Stewart. Moved by Mrs. Fischer, seconded by Mr. Knight, that the Statehood committee be reimbursed for the \$660. Motion carried. (From supply item).
3. Salary of Tom Stewart, from Nov. 9, to Dec. 2, inclusive. It was moved by Mrs. Fischer, seconded by Mr. McNeese that this item, in the amount of \$669.84, be reimbursed to the Statehood Committee. Motion carried. Item to come from salary.
4. Mimeograph supplies, from Capitol Office Supply, Juneau, \$6.40. Moved by Mr. Knight, seconded by Mrs. Fischer, that this item be allowed for reimbursement to the Statehood Committee. Motion carried. To be paid from Supply item.
5. Airfreight on books for the convention library, \$45.82. Moved by Mrs. Fischer, seconded by Mr. McNeese that the statehood committee be reimbursed for this expenditure. Motion carried.
6. Per diem, Tom Stewart, Nov. 9, to Dec. 2, inclusive. Moved by Mr. Nolan, seconded by Mrs. Fischer, that the Statehood Committee be reimbursed for this item. Motion carried. Amount \$288.00.
7. Clerical assistance, Nov. 7 and 8, \$40.00 (Mrs. Russell). Moved by Mrs. Fischer, seconded by Mr. Knight, that this item be reimbursed to the Statehood Committee. Motion carried.
8. State of Montana, for copies of their constitution for our studies. Moved by Mr. Knight, seconded by Mrs. Fischer, that this item of \$12.00 be allowed for reimbursement to the Statehood Committee. Motion carried.
9. Postage on records of Hawaiian convention required for our studies, \$14.52. Moved by Mr. Knight, seconded by Mrs. Fischer that the Statehood Committee be reimbursed for this item. Motion carried.
10. Purchase of the constitution of Louisiana studies, \$82.64. Mr. Knight asked unanimous consent that the Statehood Committee be reimbursed for this item. No objection - so ordered.

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11. Cost of transportation and expenses for Rev. *Ahmoagak* from *Wainwright* to Fairbanks for the opening service. Rev. *Ahmoagak* gave the invocation at the opening ceremonies. Moved by Mr. Hilscher, seconded by Mrs. Fischer that the Statehood Committee be reimbursed for this item. (\$162.00 and \$22.40)

12. Transportation of additional books to Fairbanks for convention use, \$20.00. Moved by Mr. Knight, who asked unanimous consent, that this item be reimbursed to the Statehood Committee. No objection - so ordered.

13. Travel expenses, Jack McKay, Director of Legislative Council, to serve as consultant at the convention. Mr. McNees asked unanimous consent that the Statehood Committee be reimbursed for this amount, \$95.40.

14. Public Service Administration, \$5,293.42, of which \$4,853.42 was asked as reimbursement to the Statehood Committee. This was for consultant services November. Mrs. Fischer asked unanimous consent that this amount be reimbursed to the Statehood Committee. No objection - so ordered.

15. Public Service Administration, \$10,310.66, December account for consultant services. Mrs. Fischer asked unanimous consent that the Statehood Committee be reimbursed for this amount.

16. Per Diem, Tom Stewart, January 3, to 26, \$348.00. Mrs. Fischer asked unanimous consent that the Statehood Committee be reimbursed for this amount. No objection, - so ordered.

The total cost approved above amounted to \$18,039.11.

Mr. McNees reported that President Egan was already sitting for his portrait, and the Chairman appointed Mr. McNees to collect the \$10 per person for this gift.

Mr. Hilscher suggested that a picture be taken of each delegate signing the constitution, and he was asked to have Mr. McCutcheon arrange this. This is of the signing in the Gym on Sunday afternoon.

For the signing of the other copies, tables will be lined up either in the dining room, or in convention hall, and each delegate will be seated and sign the copies as they are passed to him.

Mr. Stewart stated that Mr. Ferris reports that the signature page will be in the mail on Thursday morning. The postmaster at College Alaska has been alerted to watch for this so that no delay will ~~be~~ be experienced in receiving it.

Mr. Coghill outlined the plan of seating the delegates and others in the Gym. The matter of ushers will be left to Mr. Moberg, and Tom Stewart. Those signing the document will be on the same level as the Presidents, so that everyone in the hall will be able to witness the actual signing.

Plans are being considered for having the chimes play during the time of the signing to provide background for the occasion. Delegates will be asked to be in places shortly after one thirty. Delegates will be introduced by name and address. There may be a practice Saturday afternoon or evening.

There being no further business the meeting adjourned on motion of Mrs. Fischer and second by Mr. McNees.

Dora M. Sweeney
Secretary

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ADMINISTRATIVE COMMITTEE
11:00 a.m.

Feb. 4, 1956

Present: Chairman Coghill, Mr. Knight, Mr. Laws, Mrs. Sweeney, Tom Stewart.

Chairman Coghill stated that the purpose of the meeting was to discuss resolutions which should be prepared for introduction. These were listed as follows: Resolutions of appreciation to Dr. Moberg, Student Body and Staff; Dean and Mrs. Patty and Regents; Chaplains, Newspaper, radio and TV; The Statehood Committee; the consultants; clerical and administrative staff.

A resolution dealing with administrative duties after the close of the convention was discussed and approved for presentation. Mr. Stewart was asked to prepare the other resolutions for immediate introduction.

Mr. Stewart also discussed plans for the closing ceremonies, including the seating arrangement for delegates, the distinguished guests, the choir, the band, and family members. Also discussed was the use of pens furnished by Charles Griffin on behalf of the Shaeffer Pen Company.

Since the time was short, the meeting adjourned to the call of the chairman later in the day.

Dora M. Sweeney
Secretary

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ADMINISTRATION COMMITTEE

Feb. 4, 1956

2:00 p.m. (With Rules Committee) Adm. Com.: Coghill, Nolan, Fischer, Kilcher, Hilscher, Knight, Laws, Sweeney.

The Rules committee met with the administrative committee for the purpose of rule clarification on the question as to who sign the constitution. After considerable discussion by members of both committees, the Rules committee recommended that Rule 51 be adhered to; i.e. they were not about to bring out another rule, or an amendment. This calls for the delegates and the secretary to sign. Thereupon, the rules committee adjourned.

The administrative committee continued with its business.

Mrs. Fischer moved, seconded by Mr. Laws, that the Administrative Committee also abide by Rule 51. Motion carried, with Mr. Hilscher expressing the lone nay vote. By this ruling, only the delegates and convention secretary sign, and only the delegates receive copies of the document.

Mr. Hilscher moved that Mrs. Alexander also attest the document, in addition to Mr. Stewart (because he felt that Rule 51 was a minimum requirement only). Seconded by Mr. Kilcher. Motion failed:

Yea: Nolan, Kilcher, Hilscher
Nay: Fischer, Laws, Knight, Sweeney.

Thereupon the chairman announced that only the delegates and the convention secretary will sign the constitutions, and only the delegates will receive hand-signed copies (other than the official five)

The following resolutions were introduced and adopted by unanimous consent:

1. Convention administration after adjournment.
2. Staff of secretariat
3. Consultants
4. Officers of University
5. Student Body of University
6. Chaplains
7. Press, Radio, and TV.

The President of the convention called the meeting to order and it was necessary for the committee to adjourn.

Dora M. Sweeney
Secretary

Feb.

7:30 A.m. University Cafeteria

Present: Chairman Coghill, Mr. Laws, Mr. Knight, Mr. Kilcher, Mr. Hilscher, Mrs. Fisher, Mrs. Sweeney, and Convention Secretary Tom Stewart and Asst. Chief Clerk, Miss Goad.

Additional resolutions were read for introduction as follows: Resolution of appreciation to the Chief Clerk, and Assistant Chief Clerk, and secretariat; to Public Services Administration; to Operation Statehood; also, it was recommended that letters be sent to the Anchorage News and Anchorage Times, thanking them for their newspaper service during the convention, and also thanking them for the services of Miss Edna Foster, who reported during the first half of the convention.

Miss Goad summarized the financial report as follows:

Item:	Balance
Salaries, delegates	- 406.00
Per Diem "	1,488.28
Travel	1,796.88
F.I.C.A.	13.17
Secretariat	5,403.10
Other staff expenses	2,841.99
Consultants	6,381.48
Equipment	- 3.00
Supplies & Postage	-1,887.64
Recording	0.--
Postage, delegates	0.--
Printing Constitution	9,000.00
Miscellaneous	12,112.07
balance unexpended	33,818.76

Miss Goad explained that there would be a considerable item for the stenotypists work after the convention (Mrs. Deedie, Mrs. Stokes, Mr. Browning). Also that the \$9,000 for printing of the constitution already has some charges against it for the printing of the constitution for the closing ceremonies; also that there would be other charges against almost all of the above balances, but she was not able to estimate the amounts. It will be necessary to make additional adjustments between accounts to bolster those items which are presently showing deficiencies.

The committee approved providing delegates with a large apportionment map for use in their home communities.

The committee also voted against allowing reimbursement for excess baggage, on motion made by Mr. Laws, seconded by Mr. Knight.

The committee adjourned in order to attend the final plenary session of the convention.

Dora M. Sweeney
Secretary

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