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## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45Month Ending 7/31 1943

Monthly Report

**BUSINESS ENTERPRISE**Center Minidoka**1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \***

**A. COMMITTEES:** (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.)

**Management:** The largest problem has been the re-adjustment necessary because of the curtailment of employees services.

**Personnel:** Determination of Blocked Nationals. Planned reduction of personnel to conform to present WRA quota for our project.

**Merchandising:** Investigation and inventory of dead stock.

**New Enterprises:** Studied and planned opening of an alteration shop and appointed personnel store.

**Finance and Investment:** Made plans for the opening of an alteration shop and appointed personnel store.

**Operation:** Studied elimination of non-essential service to conform with WRA employment quota.

**B. CO-OPERATIVE EDUCATION: PROGRAM:** (Report activities of Education Committee and also progress of employee training programs.)

Our education committee has been inactive since the relocation of our educational director the first of the month.

We employ several part-time workers from the schools and numerous individuals who are inexperienced and are receiving (on the job) training.

*\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (2) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)*



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

Congress of Delegates' meetings were called to notify them of the re-adjustment policy of the WRA. The determinations of essential activities and the reduction of employees will be decided by the WRA and not left to the discretion of the Board of Directors of the Business Enterprises.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

None have been employed by Cooperative Organizations.

Nine have accepted outside offers for relocation and accepted outside employment.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

The fact that our entire operation may be changed by the WRA, with little if any previous notice, makes it very difficult to plan and budget for the future. We are getting in a position to be able to comply with such unforeseen changes as quickly as possible although it will always be extremely hard to operate efficiently and satisfactory under such conditions.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

The Washington office can be of great assistance by advising us in advance of contemplated changes of policies effecting our section.

Comparative financial reports and a brief consolidated resume of operations and activities of the Business Enterprises in the other projects would be most helpful as supplemental to the information received in the quarterly report.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

During the month, we believe that we have moved all of our dead stock by having special sales.

2. Report on services started or discontinued this month, with comment.

In a meeting of the division heads and the project director, the following services were deemed non-essential at the present time and were discontinued as of July 15th: fish mkt., flower shop, and newspaper distribution. Our Congress of Delegates felt that the fish market, movies, and newspaper distribution are essential and should be resumed at the earliest opportunity.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Notes Payable \$250.00 per month.

Remaining balance total payable \$2,327.30

Patronage Refund \$24,176.29



WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

Month Ending Aug. 31 1943

BUSINESS ENTERPRISE

Center Minidoka

1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Executive -- Draft of a certificate of indebtedness approved.

Personnel -- Selection of a new manager (Mr. Hirokane) to replace our present manager (Mr. Yoshimura) who is leaving for Tule Lake.

Merchandising -- Dry goods inventory reduced -- only most essential items in the dry goods department to be restocked.

Finance & Audit-- Review of July's financial report.

Planning -- Favorable toward a conference to be held in the near future to select three buyers for the New York office and also to exchange ideas and discuss problems and future plans.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Education -- Books, pamphlets and weekly and monthly Co-op. publications plus informal discussions.

Employee Training Program -- Part time and apprentice workers.

\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (2) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)

C-0246-P1 of 2-bu-wp (OVER)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

The Membership Committee studied ways and means of handling transfer membership of incoming and outgoing segregates -- Decided that outgoing members would receive payment of membership and patronage by cash in full. Incoming persons will be contacted upon arrival.

Board of Directors -- Interest on certificate of indebtedness to be pro rated.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

None have gone directly to work for a Co-op -- 10 have relocated -- One has gone to work in a grocery wholesale.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Mr. Richardson's visit -- General discussion of original plans and goals for the Business Enterprises. Our project is working 100% for relocation, which means that our program is carefully controlled to conform to the best interests of the relocation program. We consequently are now working toward the original goal, but keeping in mind that it is of secondary importance.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

Make a composite monthly report from all those submitted by the projects and send a copy to each project supervisor.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

None

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Notes payable \$250.00

Patronage refunds \$8,500.00



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

BUSINESS ENTERPRISE

Month Ending Sept 1943Center Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

- A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Committees were chosen to serve the organization under the new Board of Directors. Each one met during the month and outlined their functions and duties, which were later approved by the Board. In the future they will submit recommendations at the board meeting for approval or disapproval. The following is a list of the committees and some of the main points of interest about each.

1. Auditing -- Will audit purchase discounts (possible and taken) quarterly.
2. Finance and Investment -- 100% insurance coverage on safe and interior approved.
3. Merchandising -- Approved purchase of 632 pairs of shoes.
4. Operations -- Dry goods not on approved list, may be purchased if okayed by Operations committee, subject to approval by executive board.
5. Personnel and Adjustment -- Approve prospective C-rate employees, ways and means of terminating and hiring people leaving and arriving from Tule Lake.

- B. CO-OPERATIVE EDUCATION PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Committee approved following recommendations and outline of work:

1. First generation educational director necessary, preferably one of present employees.
2. Education program -- Co-op fundamentals - stress members responsibility - stress employee education - Co-op news board in each dining hall and store.
3. Hire assistant personnel educational and news director. Education committee to assist with editing and release news to Irrigator.
4. Editorial board -- Education chairman to be a member - Executive secretary ex-officio member - publish quarterly financial report in the project newspaper.

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

No delegates meeting.

Membership Committee -- All applicants for membership must be made in persons at the Co-op office. Stamp books to be issued only to members. Membership drive to be held shortly after Oct. 15, 1943. Co-op to offer assistance to new residents coming from Tule Lake. (Served them orange juice and cookies to them on the trucks when entering the project.)

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Seven have left the project, all but one on seasonal leave. One employed as domestic.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Private enterprise now very apparent in those field of service discontinued July 15, 1943. Especially fish market, movies, and newspaper distribution. Some of our more aggressive individuals have a negative approach to many of our problems. We hope to get this energy directed into a positive and constructive effort -- a concentration of effort on improving the services and departments that are approved by the Project Director instead of the negative approach that has been very evident in the past.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

Rental memorandum has been returned for rechecking of rental figure. The rate submitted was on a per day basis, we are now changing it to a monthly.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30, 60 days)

None

2. Report on services started or discontinued this month, with comment.

None

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Installment on Notes Payable \$250.00

Patronage Refunds \$5,089.45



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

BUSINESS ENTERPRISE

Month Ending Oct. 31 1943Center Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.)

Personnel and Adjustment -- Have 124 full time employees and 4 part time workers -- Main problem filling vacancies and anticipated vacancies. A recording purchase policy to be placed in effect to eliminate the clerks and their friends from receiving more than their proportionate share of merchandise -- Personnel requested to make a special effort to promote goodwill and to serve the patrons as graciously as possible.

Merchandising -- Cleanliness and neatness of stores stressed -- Fair distribution to patrons of scarce merchandise -- One representative left from Chicago on a buying tour -- adequate supply of soap on hand but hard to replace. Receiving some candies from Mexico and Cuba. Speed and efficiency of taking monthly inventory to be increased.

Auditing -- Our books are now in the process of being audited by Mr. Jones of the Northwest Auditing Service for the period ending September 30, 1943 (six month audit - fiscal year ends March 31.)

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Employee Training Program -- Part time and apprentice workers.

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C-0246-P1 of 2-bu-wp (OVER)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

Congress of Delegates -- Regular meeting Oct. 22, 1943

Introduction of new Board of Directors and financial report.

Discussion of W.R.A. relationship. Membership drive -- Election of new delegates between Nov. 5 and 15. Discussion of Board of Directors -- Regular meeting Oct. 20, 1943 -- Chicago conference discussed -- Activities of a representative doing some buying in Chicago discussed -- Treasurer's report -- Analysis of last months financial report.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

None relocated in Co-op work -- 6 out on indefinite -- 8 on seasonal.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

We were awaiting the arrival of Mr. Myer to clarify the current relationship between the Co-operative and the W.R.A. He has been here and met with our Board of Directors. Mr. Stafford has outlined to the Co-op President the new policy which is very liberal and should make it possible for our section to give much better service to the community.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

Rental memorandum was returned by the Procurement Officer for an adjustment on the rental figure and to be numbered in the regular contract series.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

None

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Notes Payable -- \$250.00



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

BUSINESS ENTERPRISE

Month Ending Nov. 1945Center Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Executive Committee--Appointed an Acting General Manager to temporarily replace the General Manager who will be unable to work for sometime because of illness--Mr. Sasaki employed as the new Executive Secretary.

Operations Committee--Discussed apprentice program--Noticeable lack of enthusiasm for it--Some employees requesting that certain articles of work clothing be furnished workers--No action taken--Store managers requested to be well informed on all phases of the Co-op program so that they would be in a position to effectively promote the educational program.

Merchandise Committee--Underwear and shirts supply adequate--A shortage of corduroy pants and shoes--A buyer is to be sent on a short buying trip to Boise and Salt Lake--A more careful and uniform procedure of issuing patronage stamps determined, to be effective immediately--Pricing policies reviewed.

Special Committees

Movie Committee--Met with Community Activities and decided on the following points: (1) The right that movie enterprise be sub-leased, under written agreement, to the Community Activities, (2) That the lease charge of ten dollars (\$10.00) per month be charged, (3) That the rental of the ventilation fan be included within this charge, (4) That the Community Activities run the movies in accordance to the general principle and the policies heretofore adhered by the Co-op, and (5) That the Co-op will, at all times, retain the rights to the Movie Enterprise and that if the services furnished by the Community Activities are not satisfactory to the general

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and (cont'd) also progress of employee training programs.)

An educational director has been hired and is working on ways and means of getting the program underway that has been so badly disrupted by segregation and relocation.

The WRA plan for apprentice training has been presented to the Board of Directors as follows: (1) The number of apprentices would be in addition to the general employment quota, (2) Apprentices be paid \$12.00 per month for a six months' period from a special fund by the WRA, (3) Apprentices are expected to put in 8 hours per day, (4) Purpose of program is to aid relocation and provide trained persons capable of filling vacancies on the project as a result of relocation, and (5) Consent of the Cooperative was necessary.

The Board has referred this matter to the Executive Board for final decision.

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

Membership Committee supervised a drive started October 25 to November 5. A total of 261 new members were obtained. Special effort is being made to have the appointed personnel join now that the store in the Ad Area has been started--Results next month.

Two Board of Directors meeting--Nov. 10--(1) Report of Ad Area Store. Opened Nov. 8, 1948, (2) Decided not to reopen newspaper delivery service, (3) Results of membership drive, and (4) Discussion of possibility of consolidating

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

State chain store tax--paid on five locations. We considered each grouping of retail outlets as a unit. We are in hopes this will be satisfactory with the inspecting field man of the State Finance Commission if and when he comes to our project. The Commissioners attitude was most friendly. We need running hot and cold water in our barber and beauty shops. Additional wiring for our service shops is also a necessity. We are going to review again with the operations division these problems and see if some-

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

Make a composite monthly report from all those submitted by the projects and send a copy to each project supervisor.

#### V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

(a) Ad Area Store--In process of getting rationed goods for sale to appointed personnel. Satisfactory progress being made.

(b) Fish Dept.--Reopened on a new basis--Distributed from warehouse to each store, packaged for retail sale. Lack building and equipment to operate department satisfactory. (continued on bottom of page)

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash  
Not

Notes Payable-----\$250.00 per month, unpaid balance--\$1327.30

Patronage Refunds-----\$4890.28

(c) Board of Directors decided to let Community Activities operate the movies.



(continued, Section A--Committees:(Special Committees)

public, the Co-op will exercise this right and take over the Movies.

Fish Committee--Three men to be employed--Fish to be received,  
cleaned and packaged for retail sale in warehouse--to be sold in  
each general merchandise store.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
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Monthly Report

BUSINESS ENTERPRISE

Month Ending Nov. 1943Center Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

- A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Executive--Discussed proposed amendments to the By-laws: ADDITIONS-ARTICLE IV SECTION c PART 4 "In the case of a person who is no longer residing in the Project, who withdrew from membership and turned in to the Cooperative his stamp book at the time of his departure, a patronage refund check for the number of patronage stamps current at that time contained in such stamp book shall be mailed to him at his last known address when the refund payment for that period is declared." DELETION-ARTICLE VII SECTION 5 Delete the phrase "in any one year." REVISION-ARTICLE VI SECTION 12 The last sentence be changed to read, "The executive committees so appointed shall have such powers and duties as may from time to time be prescribed by the board of directors, and such powers and duties may be all of powers and duties of the board of directors with respect to a particular undertaking of the cooperative or may be subject to the general direction, approval, and control of the board of directors."--Apprentice training program of WRA approved; selection, training and other problems concerning program to be handled by general manager.

Personnel--Greatest problem has been to find a capable person willing to accept the position of general manager. Many recommendations have been made but thus far none of them have accepted. We at

- B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Education Committee inactive.

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

Board Meeting--They have been concerned primarily with the selection of a general manager. The added burden of detail operation has more and more been their concern as the unsettled status of a general manager has left many of these matters for them to handle.--A definite policy was formulated for the payment of Co-op employees expenses on trips outside the project as follows,

"The general manager is given the power to authorize expenditures

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

No relocation.--WRA apprentice training program accepted and to be put into operation as soon as possible.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Physical accommodations for our stores and service shops are very poor. We have requested alterations and additional wiring and plumbing that, if granted, would be of great help. A question was raised about whether our license from the Treasury Department permitted us to do business with any one other than evacuees living in the relocation center and wholly under the jurisdiction of the WRA. We have been especially interested in so far as it would affect the

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

May we have material from Washington on the operations of the Enterprises in the other projects? We have been asked to use Washington as the official clearing house for information about the other projects and consequently we do not correspond directly. We are not receiving material about the other Enterprises except a short general statement included in the quarterly report. We would appreciate receiving a composite operating statement prepared from the operations of the ten centers on a percentage basis.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

None

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Notes Payable	\$250.00	Unpaid balance	\$1,077.30
Certificates of Indebtedness			\$9,070.00



## CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS:

### A. COMMITTEES:

Personnel (Continued) present have Mr. Hayashi (treasurer) as acting general manager.

Merchandising--A small lot of Japanese art goods was taken on consignment for sale.

Finance & Audit--Have been investigating the possibility of buying or renting equipment for opening another beauty shop. We are now awaiting a definite reply from the owner of certain equipment before further action.

It was decided to purchase two hand type and one electric adding machine.

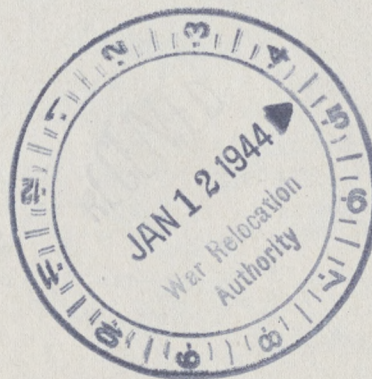
### C. MEMBERSHIP MEETINGS:

Board Meeting (Continued) not exceeding a total of \$50.00 for food and hotel expenses for each trip outside of the project to transact business of the Cooperative regardless of the number making the trip; and that these expenses shall be computed at the rate of \$6.00 for each full 24 hours, and for each trip less than 24 hours, the amount of expenses to be paid by the Cooperative will be left to the discretion of the general manager.--The question of whether or not our license from the Treasury Department permitted the Co-operative to do business and accept memberships from the appointed personnel. It was decided that the Co-operative would handle American Express Company Traveler's Checks.--It was decided to pay off the Certificates of Indebtedness and interest as of January 20, 1944. By action of the Board a new Executive Committee was formed consisting of the President, Vice-president, and two other Board members--The old committee was disbanded as it included two employees, treasurer, and the executive secretary.--Clothing to be furnished employees in accordance with administrative instructions under the supervision of the general manager.

### III. PROBLEMS: (Continued)

appointed personnel's trading and membership in the organization. Our project attorney was of the opinion that we would not violate the terms of our license if the appointed personnel became members and were patrons. We are also inquiring to find out if it will affect our income tax exemption if the appointed personnel become members. The sale of rationed goods in the Ad Area Store is being delayed until we get final official word on the above matters.







## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

## Monthly Report

Month Ending Jan. 1944BUSINESS ENTERPRISECenter Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Executive--The committee met to discuss a proposal from the Standard Optical Co. to send an optometrist to this project from time to time to make prescriptions for glasses which would be sold thru the Co-operative. They were very much in favor of making the services available if the details could be arranged satisfactorily. Also a meeting was called to discuss the Articles and By-laws of the Federation of Center Business Enterprises. There were innumerable changes suggested, all of which were forwarded to the Federation executives.

Merchandising--Decided that as a general rule only necessities (not luxuries) should be stocked by the Co-operative. It was suggested that Board's supervision of purchases be confined to matters of general policy and to depend on the experience and judgment of the buyers for the details. A better grade of shoe is to be stocked in the future if it can be obtained. Three buyers were recommended to attend the Market Week in Salt Lake during January 22 to 26, 1944.

Operation--Discussed suggestions from previous membership meeting and the advisability of developing the dry goods department to better serve the needs. It was recommended that a specially qualified man, Mr. Aoki, be employed as a shoe buyer as one way of trying to improve the quality and quantity of our stock of shoes.

B. CO-OPERATIVE EDUCATION PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Education Committee inactive.

Co-op was prepared to cooperative with WRA apprentice training program but they haven't received final word of whether or not it was to be put in effect.

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

Congress of Delegates--Reviewed policy matters acted on since the previous meeting in October--Operation of movies was transferred to Community Activities at their request. Discussed auditor's recommendations made at the completion of the audit of the books for the period April 1 to September 30, 1943--Membership drive netted 261 new members--Problems involved in the mail order department (especially the slow service) was discussed.  
(Continued on attached sheet.)

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

No relocation.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Replacing a manager has been our major problem for some time. There seems to be one or two men who have very strongly indicated their desire for the position but the Board of Directors does not feel that they would be satisfactory. Because of these men's ambitions, other capable men who would otherwise take the job are reluctant to do so for fear of offending the first mentioned persons. Different approaches are being tried and we hope that  
(Continued on attached sheet.)

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

We are waiting for clarification from Washington on an interpretation of the requirement concerning the audits at the present time. When our operating agreement was executed, the administrative instructions stated that WRA would provide for an audit under the Project Director's supervision at least once a year and so it was incorporated into the text of the agreement. Now we find that the new manual doesn't mention it at all but we still have it in the operating agreement. Apparently the original intent of the  
(Continued on attached sheet.)

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

Sale of American Express Travelers' Cheques was handled thru our cashiers office doing \$2300.00 volume for the first month.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Notes Payable

\$250.00

Unpaid Balance

\$827.30



(Continued)

CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS:

C. MEMBERSHIP MEETINGS: (Continued)

Operation of the New York Buying Office was explained.--Also a report on the business transacted with them.

Board Meetings--Decided to send buyers to Market Week in Salt Lake.--Barbers are asking for increase in pay, decision postponed until more information could be obtained.--Supervisors memorandum raising various questions about the operation and some suggestions for improvement was discussed.--It was thought of considerable value and requested that the same procedure be followed in the future.

III. PROBLEMS: (Continued)

we will fill the position in the very near future.

We are also faced with a possible critical shortage of other competent employees, particularly in the accounting department--Selective Service will undoubtedly take our head accountant and others and many of the others will be relocating.

IV. WASHINGTON OFFICE: (Continued)

instruction was to make provision so that the WRA could if they so desired, audit the books, but as it was worded it indicated to us that it was a duty of the WRA to perform the audit.

Mr. Glick recently sent word that Mr. Richardson was going to write Mr. Stafford and ask him to talk with the Co-op representative and convince them that the Northwest Auditing and Service Association should continue to make the audits. There has been no intention of the Co-op not to have this audit; they are interested in the one that the WRA is supposed to make.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

Month Ending Feb. 194 4BUSINESS ENTERPRISECenter Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Executive Committee--A thorough discussion of the barbers wages with the following recommendation to the Board of Directors resulting: "That the barbers be paid 5¢ flat on each hair-cut as the rental for their tools used in operation, instead of considering other aspects, and it has been informed that the barbers would accept it. This will give to each barber an average rental of around \$7.50 per month, and the Co-op will still be in a better position in complying with the WRA policy than any other center Co-op."

Finance & Investment--A discussion of more efficient methods of handling some of the accounting problems and various operations, particularly those departments where the gross income has been less than the amount of commission allowed--The greatest difficulties have been encountered in the mail order department--The large volume of unfilled orders, refunds and adjustments to customers, all of which makes it necessary to estimate the amount of net sales for each month, are the contributing factors--No definite solution as yet.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Our Personnel Office has been trying for a long time to hire a person to replace our former Educational Supervisor but as yet have not found a capable candidate--Our Education Committee has been inactive but we have hopes that when the new Board takes office that progress can be made in that direction.

\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (1) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

The section election committee's chairman met February 2, 1944 and set the dates for the block, section and final run-off election of the Co-op Board--Block election was February 11, general section elections were February 18, and the final run-off election February 25, 1944--Seven new men were elected to the Board--Will take office March 1, 1944.  
(Continued on attached sheet.)

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Only one person who left our employ is on indefinite leave--She has gone to a hostel--We have had no word from her since she left the project.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Lack of qualified men who are willing to act as our General Manager.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

Have the same problem still with us from last month and I quote: "We are waiting for clarification from Washington on an interpretation of the requirement concerning the audits at the present time. When our operating agreement was executed, the administrative instructions stated that WRA would provide for and audit, under the Project Director's supervision, at least once a year and so it was incorporated into the text of the agreement. Now we find that the new manual doesn't mention it at all but we  
(Continued on attached sheet.)

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

We have been doing considerable work to try and work out some arrangement by which we could help the project in working out a difficult situation in regard to the lack of optometrical service--We believe that we are making progress although we have been confronted with many obstacles--We have hopes that by next  
(Continued on attached sheet.)

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Notes Payable

\$250.00

Unpaid balance

\$577.30



(Continued)

C. MEMBERSHIP MEETINGS: (Continued)

Board Meetings--Three men were sent to the Salt Lake Market week and purchased about \$13,200.00 worth of merchandise of which about \$3,500.00 has been received--Total expense for the trip was \$101.98--A New Years party was given for the employees, which was very much enjoyed, costing \$245.00--Beauty shop equipment for opening another shop has not been found as yet--It was recommended and passed that a full page advertisement be placed in the Hunt Annual.

Special Board meeting was called to discuss the recommendation submitted by the executive committee in regards to the barbers' demands--A letter from Mr. Stafford in reply to a request for his opinion on the matter was read--His opinion was that it was under their jurisdiction and they could handle it as they saw fit--The Board moved and passed the following: "That the barbers shall be paid \$16.00 per month with a B-rating classification and that 5¢ flat on each hair-cut shall be paid as the rental for their tools used in operation without any other additional rentals, effective March 1, 1944."

Barbers wanted the effective date of the new barber employee relationship to begin February 15, instead of March 1, 1944--Board decided their original decision would hold--Lack of hot water caused a lower volume of business in the Beauty Shop for January--It was decided to discontinue the mail order department because it was neither profitable or of service to the residents--Discussion of supplying the appointed personnel with milk was discussed and was finally decided that it would be handled in connection with the Ad Area Store. Discussed memo from Mr. Stafford in regard to domestic help for appointed personnel--Motion as follows: "That the General Manager and the executive secretary make a thorough study of the working mechanism and clarify the operation of the Co-op as an agent in assisting the appointed personnel to hire help."

IV. WASHINGTON OFFICE: (Continued)

still have it in the operating agreement. Apparently the original intent of the instruction was to make provision so that the WRA could if they so desired, audit the books, but as it was worded it indicated to us that it was a duty of the WRA to perform the audit.

Mr. Click recently sent word that Mr. Richardson was going to write Mr. Stafford and ask him to talk with the Co-op representative and convince them that the Northwest Auditing and Service Association should continue to make the audits. There has been no intention of the Co-op not to have this audit; they are interested in the one that the WRA is supposed to make.

V. BUSINESS MANAGEMENT: (Continued)

(2) Continued--month's report we will be able to say that we have such a project in operation.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45Month Ending Mar. 1944

Monthly Report

BUSINESS ENTERPRISECenter Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.)  
Finance & Investment Committee 3/24/44 Estimated sales for fiscal year ending March 31, 1944 \$691,500.00--Estimated savings of about \$88,000.00. After much discussion the committee unanimously agreed that: (1) A patronage refund of 10% of sales should be declared, (2) One half of 1% of the net savings should be set aside for the educational fund, and (3) The remaining net savings should be in the deferred patronage refund account. Check cashing procedure discussed--was decided that persons desiring to cash personal checks must have written request from store managers to Cashiers' Department.

Executive Committee and Buyers 3/31/44 New York Buying Office discussed--suggested that each month a complete list of goods purchased by the various centers, giving amounts, sizes and prices, be made and given to each of the member organizations. Our costs (based on purchases) have been as follows: December 6.8%, January 4.3%, and February 3.4%.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Educational supervisor was hired this month. He has started a Co-op column in the paper. I believe he is going to do very well in the position.

\*Co-operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (2) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

Board Meeting 3/8/44 Joint meeting of old and new Board of Directors--Domestic help for appointed personnel discussed--Decided to await Project Directors return from Washington meeting to see what was decided there. WRA has contracted an optometrist's services--Co-op is to provide an optometrical prescription filling and adjustment service. The president read for the benefit of the incoming Board members, a list of pending business: (Continued on attached sheet.)

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

One person relocated in agricultural work.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Lack of available satisfactory facilities for use as a fish market--Investigating the possibility of securing portable refrigeration equipment and then renting a portion of the fire station which at present is not used.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

Comparative financial reports from the Centers are very helpful. Suggest, if time and personnel will permit, that a circular letter, making comments and recommendations to the Center Business Enterprises, be included with the above reports.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

Optical services started this month--Over \$1,000.00 volume--Details of operation still not settled.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45Month Ending Apr. 1944

Monthly Report

BUSINESS ENTERPRISECenter Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Executive Committee 4/24/44 Ways and means of operating the fish dept. discussed--The following motions were made and approved: (1) That the warehouse be used for preparing fish if drainage connections could be secured but if drainage connection could not be had, Fire Station No. 2 be used if drainage connections could be had there; (2) That a cold-storage box using ice be built for storing fish; and (3) That fish be sold in rotation at the stores by fish salesmen. It was decided to leave the selection of a nominee, for the position of buyer for the New York buying office, to the chairman, Acting General Manager and Executive Secretary. Ration food stuffs are to be sold only to Appointed Personnel. Employment of evacuees to provide domestic service for the Appointed Personnel and evacuees would be very difficult--Committee did not wish to approve the plan, but no formal motion was made to reject the proposal. A motion was made to send a letter to Mr. Stafford and to the Community Council requesting them to suppress private enterprises, especially private dealers in fish. Community Activities refused to pay for their advertisements in the Irrigator--Mr. Hikida agreed to discuss the matter with the other trustees of that organization and make a satisfactory settlement.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Education and News 4/26/44 The Education supervisor made the following recommendations: (1) A Co-op newspaper should be published because the space available for the Co-op news in the Irrigator is insufficient. (2) One more educational director to handle the Japanese section of the proposed paper is necessary. (3) Bulletin boards on which to place Co-op news item should be constructed at various points. (4) Boxes into which persons could drop written suggestions concerning the Co-op should be placed in each Co-op store. About \$1300 reserve set aside for Educational program for the fiscal year. Favorable reaction to Co-op paper and bulletin boards. It was felt that when another Assistant Manager was hired that he could assume as part of his responsibilities the duties of Japanese Co-op Educational Director. A Co-op column in the Irrigator was started--Has been well accepted.

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C. MEMBERSHIP MEETINGS. (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)  
Board Meeting 4/19/44 A brief report of the Granada Conference--New York buying office to be continued at least six months beginning May 1, 1944--May first the buying office to be an independent agency thereby eliminating joint liability for debts of other centers. A flat fee of \$25.00 plus a portion of the remainder of the expenses apportioned on the basis of purchases--The buying deposit to be increased from \$600 to \$650.  
(Continued on attached sheet)

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

There were 12 relocations during the month, none of which went directly to work for Co-operatives.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Lack of satisfactory facilities to accommodate our fish dept.  
Relocation of qualified accountants and bookkeepers. Many possible solutions are being considered but nothing satisfactory thus far.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

Suggest, that in the comparative financial reports from Washington, that square footage of space used by each Co-op be listed, also indicate amount in each type of building as for example: standard barracks, special construction and warehouse space.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

Optical service started last month is operating quite smoothly--about \$3,000 volume during April.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None--10% of sales declared as a cash patronage refund but no date for payment set as yet.



FILE COPY

UNITED STATES  
DEPARTMENT OF THE INTERIOR

Minidoka Relocation Center  
Hunt, Idaho

Reports Office

July 1, 1944

Mr. M. M. Tozier, Chief  
Office of Reports  
War Relocation Authority  
Barr Building  
Washington, 25, D. C.

Dear Tozier:

The attached report of the business enterprise, Minidoka Consumers' Cooperative, for May 1944 has been held up by me until such time as I can prepare this letter explaining my side of the statements affecting me and Reports Division, in the first and third sections of the report.

Many of the statements are only half truths and others deliberately false. The first paragraph contains reports which relates to "misunderstanding which had occurred in the past few weeks between the Reports officers, Irrigator staff, and the Co-op. There has been no misunderstanding. I continued to follow the same policies as laid down by John Bigelow but the Co-op and the Irrigator, all of a sudden, decided that I had violated the terms of a "Memorandum of Agreement" signed in June 1943 between the project director and the Co-op. Strictly speaking, I had acted only in the interest of sound newspaper coverage and publication. The instance complained of was in regard to eight cuts I ordered for the Irrigator when Ben Kuroki was here with the full knowledge of the editor of the Irrigator a week before Kuroki arrived. Nothing was said about this matter until after the cuts had been ordered.

In the last sentence of this paragraph, this statement is made, "Mr. Agree explained his right to suspend his right to the publication." This statement is completely false. I stated that under the Memorandum of Agreement, I had no jurisdiction or authority over the Irrigator but that for the benefit of the Co-op, I made it a practice to review some proofs of the Irrigator each Friday night, to see in my opinion that the paper contained no matter objectionable to W.R.A. or offensive to good taste. I further explained upon inquiry that my course in case there should be such matter would be to recommend a change on the spot and that if such change was not



Mr. W. H. Yosier - 2 - July 1, 1944

made, to recommend to the project director that the paper be suspended. This practice would save the Co-op the expense of losing an entire publication,

In the third paragraph of the Report, it is set forth that my ordering of the eight cuts involved caused the cost of that publication to be exceeded by \$50. This is entirely false. The cost of the eight cuts according to billing of the engraver's charge made them \$18.00 which I offered to pay out of my own pocket--the offer being refused.

It seems to me to be the intention of the Co-op to take advantage everything in the Memorandum of Agreement that gives them free sway and is wholly favorable to it and to repudiate everything else. Representations along this line will be presented to the director within the next few days by Mr. Stafford.

My relationship with the Irrigator staff has been a constant headache since I have been at Winidoka, largely due to the Co-op and to Miss Kimi Tembara, the editor of the Irrigator, who, praise the Lord, is being terminated tonight. I don't know what the reason is, but everything I have recommended has been violently, and I might say viciously opposed by Kimi. I don't know what the cause of her attitude is but I do know that nothing short of complete subservience would placate her and this of course, I was unwilling to provide. I think also that the Co-op has been seizing the change in Reports officers to assume complete control of the Irrigator and sever any connection of W.R.A. with the Irrigator.

Since this eruption in May, I have followed the provisions of the Memorandum of Agreement to the letter and this has not been to the satisfaction of the Co-op because it has brought certain matters to the attention of the project director, I might say at this point that Mr. Stafford has been kept informed throughout of all the troubles with the Irrigator and has approved my course in every instance.

I don't know where all this will lead but it doesn't look good to me with no W.R.A. check whatever upon the Irrigator. The staff, while talented in an embryonic sort of way, is completely juvenile and incapable from the standpoint of experience and judgment of editing a newspaper even of this size and circulation.

I have not reported on this matter to the Washington office before now as I have hoped the matter would right itself but I fear



Mr. M. M. Tozier - 3 - July 1, 1944

that now, under the present Memorandum of Agreement, is completely beyond redemption.

With best wishes I am,

Sincerely,

Angus A. Acres  
Reports Officer



WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

For Month Ending May 1944

Monthly Report

BUSINESS ENTERPRISE

Center Minidoka

1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Editorial Board 5/18/44--A permanent chairman was elected-- Provision made for having regular monthly meetings and additional meetings if necessary. The misunderstanding which had occurred in the past few weeks between the reports officer, Irrigator staff and the Co-op <sup>was</sup> were discussed. It was expressed that because of changing personnel it would take awhile for them to become acquainted and understand each other so as to work harmoniously together. A motion was made and carried as follows: That the Co-op delegate authority to the Editors of the Irrigator to ask and request the advice, assistance, and service of the Reports Officer in all matters concerning the publishing of the Irrigator. The editor stated that she wished to resign. Mr. Acree explained his right to suspend the publication.

Finance, Investment and Auditing Committee 5/3/44--Mr. Jones opened the discussion by stating that the control system involved the following: (1) Warehouse merchandise control. (2) Retail merchandise control for each of the stores. (3) Monthly reports showing individual store and shop operations. The various phases of the control system was thoroughly explained and discussed. A final decision was not made on whether or not the system should be put in operation.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Education and News Committee 5/8/44--Business manager stated that the large number of pictures in the recent issue was forced by the reports officer, the cost of which exceeded \$50.00. It was felt that all decision on the types and numbers of pictures in each issue should be left to the discretion of the chief editor. The committee unanimously decided to make the following recommendations to the Board: (1) All decisions on the number, sizes, and kinds of photographic reproductions appearing in the Irrigator should be left to the decision of the chief editor and the business manager. (2) All decisions concerning the newspaper layout, headlines, and the selection and wording of news items and articles should be left to the chief editor. (3) A letter should be sent to Mr. Stafford calling his attention to Section C-1-B, C-1-E, and C-2, of the memorandum of understanding between the W.R.A. and the Cooperative  
(Continued on attached sheet)

\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (1) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)



C. MEMBERSHIP MEETING: (Of the Co-op Congress, Delegate and District meeting. Report purpose of meeting, major matters discussed, action taken. Also report here the activities of the Membership Committee during the month.)  
Board of Directors 5/9/44--Net cash has decreased because of the recent buying trip--Sales for April about the same as last year but margin will be greater because a large volume was thru mail order last year whereas this year practically all of it has been over the counter. The Education Committee made the following recommendations:  
(1) All decisions on the number, sizes and kinds of photographic reproductions appearing in the Irrigator should be left to the  
(Continued on attached sheet)

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

None relocated in Co-op work outside. One relocated on indefinite in Chicago but no definite position.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30, 60 days)

Damage and dead stocks.	Total	\$484.00
Dead stock on shoes.	"	927.03

2. Report on services started or discontinued this month, with comment.

None--Fish market opening planned, preparations now being made, should occur in June.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Patronage refund--\$61,772.16



## CO-OPERATIVE EDUCATION: (Continued)

concerning the Irrigator. (4) Meal allowance should be raised to \$.75 per meal. (5) System of books of accounting for the Irrigator should be set up by the business manager. (6) The treasurer, chief accountant, or someone appointed by them should make periodic examinations of books of the Irrigator.

## C. MEMBERSHIP MEETINGS: (Continued)

decision of the chief editor and the business manager. (2) All decisions concerning the newspaper layout, headlines, and the selection and wording of news items and articles should be left to the chief editor. (3) A letter should be sent to Mr. Stafford calling his attention to Sections C-1-B, C-1-E, and C-2, of the memorandum of understanding between the W.R.A. and the Cooperative concerning the Irrigator. (4) Meal allowances should be raised to \$.75 per meal. (5) An accounting system for the Irrigator should be set up by the business manager. (6) The treasurer, chief accountant, or someone appointed by them should make periodic examinations of the books of the Irrigator. All recommendations were approved except the third which should be done should a meeting of the Executive Board fail to secure the desired results. The personnel committee reported that all the prospective candidates for General Manager had been contacted and all refused. The head accountant and two other men in the accounting department have resigned. The General Manager was given the power to employ and discharge any and all employees subordinate to him in existing "C" rating positions. The request for an increase of our deposit with the New York office was not acted upon. Authorization for the Manager to have the stitcher in Shoe Shop #30 repaired and to purchase a finisher was given. After a discussion of the investigations that had been made concerning refrigeration for fresh fish, it was decided that the most practical solution would be by using ice rather than other mechanical types of refrigeration. A report of a discussion with the Commissioner of Finance by the Executive Secretary and the Supervisor which was very favorable. One of the Board Members made the following recommendations: (1) The president of the Cooperative should be employed on the full time basis and paid by the Cooperative. (2) The President of the Cooperative should be permitted to act as the manager whenever the Manager's position is vacant. (3) Block Delegates should be permitted to serve for more than two consecutive terms--No action was taken--One of the other Board members recommended that the board consider the proposals very carefully, especially those concerning the president, before taking any action. Mr. Kawasaki, Executive Secretary of the Federation of Business, was introduced--He discussed the possibility of establishing some kind of financial or business organization outside the relocation projects to lay the foundations for the economic future of the Japanese in America in the post war period. The principle of the plan was approved by all but one member--The Executive Secretary stated his desire to resign but it was referred to the personnel committee for action. One of the Board members suggested that since the Business Enterprise Supervisor's position would cease at the end of the month and that many of the block delegates are now



MEMBERSHIP MEETINGS: (Continued)

completing the second consecutive term and that he thought a party would be appropriate to thank them for their service--Unanimously approved.

5/16/44--Special meeting called to hear Mr. Jones of the Northwest Auditing & Service Association give an oral report to the Board after having completed auditing the books for the fiscal year ending March 31, 1944--His comments and recommendations were as follows: (1) It is essential to have warehouse merchandise control, retail merchandise control, and monthly reports on the operation of each store. (2) The Treasurer or someone connected with the Board should approve all petty cash disbursements--Payments should be made by checks wherever possible rather than by cash. (3) The Irrigator needs a more systematic set of books--The income from subscriptions and from advertisements should be kept in some separate accounts--One control account in the ledger with subsidiary accounts is necessary. (4) All charges to the Directors' expense account should bear the approval of the Executive Secretary. (5) Cash change funds in the stores and shops should continue to be verified regularly. (6) The amount of cash kept on hand totalling \$15,853.05 seems too high and should be reduced if possible. (7) The preparation of more detailed monthly reports with much less trouble and time could be done by using more control accounts which could be kept by clerks and bookkeepers and thus simplify the work of the head accountant. (8) Taking of the inventory should be systematized so that the units in which the articles are counted will be the same as the units in which they are priced. (9) Traveling expenses should be segregated according to the purposes for which the trip was made--Buying trips should be charged to warehouse and trips for administrative purpose should be charged to administrative expense. (10) The Ad Area Laundry and the Radio Shop need attention. (11) The Mail Order Department has been ordered discontinued by the Board but the Mail Order business is being continued--If the continuation of the Mail Order business is desired, it should be authorized by the Board and the commission on the mail orders should be credited to the Dry Goods Department as long as the expense is charged to the Dry Goods Department; however, departmentalization is advantageous if an exact check on the income and expense is desired. (12) There is apparently some confusion in the allocating of warehouse and administrative expense--In the present audit, the warehouse expenses were allocated on the basis of net purchases and administrative expenses were allocated on the basis of gross sales. (13) The Accounting Department should be expected to reconcile or explain variations between the gross margins realized and the margins expected. (14) The cash account has not been reconciled monthly. (15) A day's total receipts should be deposited intact and cash disbursements should be made from the petty cash fund. (16) A separate account for the Cashiers' Department should be set up in the ledger with subsidiary accounts kept on expense and income. (17) The sale of defense stamps should either be pushed or discontinued and the stamps disposed of--Only \$2.30 worth of stamps have been sold in the past six months. (18) The chief cause of difficulties in operation is the failure to have specific responsibilities and authority assigned to specific individuals. (19) The cash overage



MEMBERSHIP MEETINGS: (Continued)

is too high. (20) Too much of the inventory is in the retail stores-- If the bulk of the inventory were kept in the warehouse, room could be had in the stores for better display of merchandise. (21) There is no insurance on fixed assets and no public liability on the premises-- Public liability insurance becomes particularly important as the net worth of the Cooperative increases. (22) Closing date should be set for accepting patronage refund stamps. (23) Our status under the state income tax law should be determined. (24) Ways should be devised to make sure that dead or slow-moving stocks are not being kept. Supervisor Ingham recommended that all fixed assets should be marked or numbered so that they could be recorded, identified and therefore easily accounted for.

5/24/44--Recommended that the funds in the cashier's hands be kept at a constant figure. Purchase of a cash register, not to exceed \$75.00, for use in the fish market was authorized. The report of the editorial board meeting of May 18, 1944 was made. The Executive Secretary reported on the General membership meeting and elections held May 18, 1944. Dress making and alterations shop possibilities discussed-- no definite action. Lumber for making alterations for the fish market has been purchased.

No instructions, suggestions or comments have ever been received from our Washington Supervisor in the past year. Should not there have been an outline sent to each project, at least a month in advance of the discontinuance of the Supervisor position, showing how it was contemplated that the Co-op would fit into the total operation of the relocation project without a supervisor.

The past two weeks I was loaned to the administrative division as acting statistician and told to close the office of the Business Enterprise Supervisor as soon as possible.

The monthly financial reports' due by the 20th of each month, have been mailed up to and including March 31, 1944. When the audit report for the fiscal year ending March 31, 1944, being prepared by the Northwest Auditing & Service Association, is received by the Cooperative. They will forward copies as per instructions. As soon as the books can be adjusted, a report will be prepared for April.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

Month Ending June 1944

BUSINESS ENTERPRISE

Center Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Due to relocation of four members of the Board of Directors and appointments of new members to replace them, the complete reorganization on the membership of the various standing committees was made.

All Committees with the exception of the Merchandise Committee held their regular monthly meetings during the month. Executive and Operations Committee discussed the recommendations of the Auditor and approved the establishment of the retail merchandise control as well as other pertinent recommendations with exception of few minor points. The Finance, Investment, and Auditing Committee definitely committed the Cooperative on the establishment of a Dress-making and Alterations Shop. As to present date, negotiations have been conducted with the Administration for acquisition of space for the above shop. There is every possibility of the Cooperative's acquiring the needed space and this shop is contemplated to be established in the very near future.

It is to be noted that improvement on sanitary and other facilities have been established by the removal of the fish storage warehouse from the main Cooperative warehouse into the new location, the front portion of the Fire Station No. 2. Ice-boxes, drainage, and other sanitary condition have been established.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Committee on Education and News has met twice during the month. They have recommended the application of second-class mailing privileges for the Irrigator and such an application is being made to the Post Office Department. The membership committee is also at present aiding the distribution of the first 50% of the patronage refund to all members. As far as educational program is concerned, we have lost the Educational Director through promotion and, at present, the program on membership education is stagnant pending the replacement of the Educational Director. The Personnel Officer is doing everything possible to find a capable person to take over this position.

\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (1) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)

C-0246-P1 of 2-bu-wp (OVER)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

The Board has fixed the date for the next quarterly meeting of the Congress of Delegates to be held on July 25, 1944. The various committees of the Board as well as the management are busy preparing the reports on matters to be discussed before this forthcoming Congress meeting.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.)

Eight of our Cooperative trained people have relocated in the recent month for outside employment. None of these people have gone into Cooperative work.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

There quite a few new enterprises that could be established for the benefit of the patron-members. However, the shortage of space available is the major problem confronted in our Center. Especially is this true with our space in the main office. The contemplated establishment of retail control will necessitate the acquisition of more bookkeepers and removal of the Accounting Department in the warehouse into our main office. (Continued on attached sheet)

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

Fish storage has been changed to new warehouse.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

\$32,752.13, the first payment of the patronage refund, is in the process of being paid. The second 50% of \$28,900.00 (approximate) will be paid beginning Aug. 1, 1944.



### III. PROBLEMS (Con't)

However, the present space facilities in our main office is so small that the Board is at present negotiating with the Administration for some new location with larger space. The office of the General Manager has been vacant for quite some time in the past. The major problem is although there are quite a few persons capable of filling this position, most of them are more than reluctant to assume such responsibilities attendant to the position. However, we have very good hope of this position being filled by the next coming Board meeting.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

For Month Ending July 1944BUSINESS ENTERPRISECenter Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Merchandising Committee: Held joint meeting of the committee with Head Buyers and Store Managers. Had made exhaustive study of prevalent problems pertinent to operation, both from the angle of the buyers as well as from the standpoint of the store managers. Committee recommended to the General Manager to establish weekly meeting of the head buyers with the store managers, Dry Goods division and General Merchandise division.

Executive and Operation Committee: Established employee merit rating system based upon (a) responsibility (b) initiative (c) punctuality, and (d) general evaluation. A system of giving material recognition to the exceptional employees was also inaugurated.

Finance, Investment and Auditing Committee: Studied and audited the financial statement and made several recommendations to the management pertinent to the system of bookkeeping.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

A new Educational Director specializing in Japanese was recently hired. The Cooperative News Weekly in Japanese had its first issue on August 2nd. The Education and News Committee recommended that the Educational Director contact the Cooperative League of USA pertinent to the availability of any Cooperative movie films to be utilized for membership education.

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C-0246-P1 of 2-bu-wp (OVER)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meeting, Report purpose of meeting, major matters discussed, action taken. Also report here the activities of the Membership Committee during the month.)

The quarterly meeting of the Congress of Delegates was held July 25. The operational as well as the financial reports for the past quarter was reported and approved by the delegates. The proposed amendment to the Cooperative By-Law to delete the exclusion of the delegate members' terms to not more than two consecutive terms in a row was overwhelmingly rejected.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Half a dozen employees of our Cooperative severed their connection for seasonal leave. None of them relocated to Cooperative work outside.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Major problems confronting the Cooperative during the month as well as the previous months is the shortage of space necessary for the main office as well as for expansion for other Board approved enterprises. Negotiations are continuously being conducted with the Administration to acquire necessary additional spaces.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

None

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Patronage refund, \$61,721.17, had been paid in full as of August 3, 1944.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

## Monthly Report

Month Ending Aug 1944

## BUSINESS ENTERPRISE

Center Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Personnel & Membership Committee: The innumerable turn over and the fluctuation in the Cooperative employee roster due to relocation and short-term leave, had been the consistent headache before this committee. Due to the untiring efforts of the Personnel Committee members, however, we had been able to find many qualified replacements.

MERCHandise Committee: Always keeping in mind the idea of eventual liquidation, the above committee made thorough check on the inventory to segregate quick turn over goods, the slow-moving and the so-called dead stock. Their attention was drawn especially in the inventories of shoes. The Committee had recommended the disposal of few items that they deemed to be dead stock through the outside stores, either to be sold by cutting prices or to be traded in for other merchandise of similar category. The management was also instructed to handle only merchandise that has the consistent good turn over.

Education & News Committee: The Committee had thoroughly thrashed over the demand of the printer asking for 25% flat increase on the printing cost of the Irrigator published by the Cooperative. After further study of the above demand the Committee recommended that the Cooperative acquiesce to the printer's demand and still continue to furnish the residence free copies of this newspaper. Although the reproduction cost to the Cooperative has increased, the Committee deemed it a necessary service that we can and must furnish to the residence and patron members of the center.

B. CO-OPERATIVE EDUCATION PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

The Cooperative education as a whole, we are sorry to report, is rather stagnant at present. We are more or less concentrating on the passive, or rather indirect, approach to membership education by means of publicizing through the medium of Cooperative Weekly the actual operations, the problems, and the solution of the same confronted in our daily store and management tasks. The Educational Director is at present also exploring the field of showing the Cooperative movie films and organizing some sort of discussion groups where such movies can be shown.

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C-0246-P1 of 2-bu-wp (OVER)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

The semi-annual election of the Board of Directors were held and four of the old members were reelected and also five new members were added for the new term. The end of August saw the joint meeting of the outgoing and incoming Board of Directors at which time the old Board were disbanded and the organizational meeting of the new Board took place. President Mr. Hikida and Vice-President Mr. Tambara were reelected to the respective offices. The new Board also approved the reelection of the Treasurer and Executive Secretary.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Several members of the Cooperative trained employees left for outside work, however, on seasonal and short term leave. None, to our knowledge, has relocated for Cooperative work outside.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

One of the major problems reaching the proportion of acuteness is the lack of available spaces required for the consolidation of the Administrative offices as well as other spaces for the contemplated new enterprises. Several and continued negotiations are still being held with the Administration pertinent to the above. As yet, such extra spaces had not been made available to us by the Administration. One other problem consistently being faced by the Cooperative is the fast

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

Dead stock: Men's oxford strap shoes. 82 pairs \$250.00  
On hand: Six months

2. Report on services started or discontinued this month, with comment.

None

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None



### III. Problems (Continued)

trend of fluctuations in the employment roster due to relocation and seasonal leaves for outside work. The maintenance of continued efficiency is meeting with obstacles since we are placed in a position of hiring inexperienced personnel and training them for different positions.





## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

For Month Ending Sept. 1944BUSINESS ENTERPRISECenter Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

EDUCATION NEWS COMMITTEE has recommended the issuance of second anniversary supplement of Project newspaper Irrigator and on September 16, the 24 pages English edition as well as 14 pages Japanese edition were distributed with banner success. The picturizations, not only in articles, but with graphs and pictures, of the actual life, industry and recreational activities of the evacuated minority group of the Center life was clearly shown. It also listed, as the main theme of the edition the completed list of all the residents of Minidoka who are engaged in the service of the nation, over-seas as well as at the home front.

PERSONNEL AND MEMBERSHIP COMMITTEE has during the month spent and will continue to exert every efforts to alleviate and to combat acute shortage of personnels within the Co-operative structure. Each members of the above committee are actively engaged in finding eligible replacements for our rapidly fractuating and diminishing roster.

MERCHANDISE COMMITTEE, together with the management, had actively engaged in the exploration of dry good inventories on hand and the segregation of Merchandise as to fast, slow moving, or dead stock. Ways and means of getting rid dead stock is being considered.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Education and News Committee had recommended, and the Board had approved, the reprinting of 3,000 extra copies by means of photographic process of the second anniversary edition of the Irrigator to be used as material for public relations program outside. Due to the lack of an aggressive educator the Co-op education program has been more or less stagnant. So far the weekly Co-op news is the sole available channel.

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C-0246-P1 of 2-bu-wp (OVER)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

The Congress of Delegates' regular quarterly meeting will be held during this month at which time the Board of Directors will present for their discussion and approval the contemplated establishment of domestic service.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Several members severed their connections with us for outside employment, however, all on short term basis. Half a dozen employees have also indicated and intend to leave for harvesting season in the immediate future.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

The major problem, as in the past, has been the lack of available spaces, not only for our main office, but other contemplated new enterprises. The constant past negotiations with the Administration had brought no favorable reactions.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

Mens' Oxford Strap Shoes	82 pairs	\$250.00
on hand for seven months.		

2. Report on services started or discontinued this month, with comment.

None.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None.



WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

For Month Ending Oct. 1944

BUSINESS ENTERPRISE

Center Minidoka

1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

MERCHANDISE COMMITTEE has called all dry goods departmental heads in joint meeting wherein the inventories were thoroughly analyzed as to dead stocks or slow moving. Mr. Rossman was special guest at the meeting and he also stressed to the management the acute necessary in putting inventories in order.

EXECUTIVE AND OPERATION COMMITTEE at its monthly meeting had received and accepted the employees' recommendation on the system of employees incentive award.

PERSONNEL AND MEMBERSHIP COMMITTEE had several meetings during the month in order to alleviate the acute Personnel shortages in key-positions. We are especially hit hard in finding replacements for the following positions: Treasurer, Chief Accountant, Inventory Officer, Head Buyer and etc. The above committee is leaving no stone unturned in the attempt to fill these vacancies.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

At present the Educational Directors are utilizing spaces in the project newspaper Irrigator as well as its weekly Co-op mimeo news in the furtherance of Co-op Education. Before long it is expected that the trend of Educational activities will turn more aggressive in reaching directly to the members themselves.

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

On the problem of the establishment of domestic service by the Co-op, the special membership meetings were held throughout each unit of membership. The results of the elections showed that 24 blocks were against the Co-operative establishing the above service whereas only ten blocks were in favor of the new project. The semi-annual general membership meeting is also scheduled to be held 14th of next month.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Rapid and severe fluctuations of the Co-op personnel were evident due to egress and ingress of seasonal leaves for agricultural work. No Co-op employee, however, had relocated for indefinite during the

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

The fish market established within the premise of fire station #2, had received eviction orders and inasmuch as there is no suitable space available elsewhere for the same to move into, the Board of Directors had authorized the temporary suspension of the fish market. As had been indicated months after months the major problem as ever is that of lack of available spaces. The main office space is so congested that good 1/2 dozen employees are minus even a desk wherewithal to do their work.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

Daniel Boone Caps	131	9.00 doz.	98.17	
Ladies Cord Jacket	39	2.37	92.43	
Ladies Wool Flannel Jacket	11	2.50	27.50	218.10

2. Report on services started or discontinued this month, with comment.

Fish market discontinued due to the lack of available space for such store. Motion picture service has been re-established due to the discontinuance of such service by the Community Activities.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45Month Ending Nov. 1944

Monthly Report

**BUSINESS ENTERPRISE**Center Minidoka**1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \***

- A. COMMITTEES:** (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Merchandise Committee has received reports on the findings of the management's meeting with dry goods buyer and store managers relative to the problem of slow moving stocks. Although there were no large amounts of goods in the category of slow moving, the items classified by the store managers as such numbered altogether 24. It was determined that all the prices of these be drastically reduced and offered to the residents for immediate turn-over.

Personnel and Membership Committee had several meetings during the month in the attempt to fill vacancies in key positions. At present, Chief Accountant had been filled as well as the head buyer for General Merchandise. It was also reported that there is a good prospective in filling the position of inventory officer in a near future.

The committee is also availing the voluntary services of the Vice-President temporarily in the capacity of Acting Treasurer.

- B. CO-OPERATIVE EDUCATION PROGRAM:** (Report activities of Education Committee and also progress of employee training programs.)

The Co-Educational Directors are still confining its activities through means of coop weekly new as well as utilization of spaces in the project newspaper. The overall picture, however, of the educational activities are rather stagnant.

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

None.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Numbers of Coop employees had severed their connections for outside relocation. It is expected that this trend will continue to be accentuating.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

The project has not given us any adequate spaces for the re-establishment of the fish market, which was previously temporarily suspended. The demand for fish, however, is great and the mushrooming of private enterprises dealing in fish have become quite noticable. In spite of the lack of space and sanitary conveniences in the Cooperative warehouse, the Board had therefore authorized the re-opening of fish market temporary in it. Our request for proper space for the same is still pending with the project administration.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days) Slow moving Items: Daniel Boone Hats, Indian Blankets, dickies, sport shirts, fancy aprons, jackets, trousers, slips, table cloth sets, shoes, and men's socks.

2. Report on services started or discontinued this month, with comment.

None.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None.



WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

Month Ending Dec. 194 4

BUSINESS ENTERPRISE

Center Minidoka

1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Due to the lack of President, General Manager, Executive Secretary to attend the all Center Cooperative Conference, the Board's standing committees did not hold the monthly meetings.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Educational program was further handicapped by the transfer of one Educational Director to take the position of Acting Treasurer. Several get-together meetings of employees were sponsored by the Educational Department wherein refreshments were also served.

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C. MEMBERSHIP MEETINGS. (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

None.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Two members of the Board of Directors had resigned for outside relocation; none, however, have gone into outside coop employment.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

The major problem confronting us was that of combating the exorbitant prices being charged by the private enterprises on fish. The Board of Directors authorized cutting down the prices of fish sold by us to come down to our terms. By the continuation of this method the Board is anticipating the day when the private enterprises, due to the lack of sufficient profits, will eventually discontinue and terminate their individual activities.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

The Coop warehouse has been requisitioned by the W. R. A. and no available other spaces were at present presented to us by the project. As in the past the lack of space for our enterprises has been the major headache and the problem that needs the assistance of Washington office.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

Slow moving stocks are being gradually reduced.

2. Report on services started or discontinued this month, with comment.

Photography shop has been opened.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

Month Ending Jan. 1 194 5BUSINESS ENTERPRISECenter Minidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

BOARD OF DIRECTORS: 1) In order to discourage the mushrooming of the private enterprises in fish, the Board previously authorized the management to drastically reduce the prices on fish. The resultant tendency under this system for the month indicated that the private enterprises were forced to meet our low prices and thereby diminishing their own profits to the very minimum. In continuing this indirect method of competition the Board is encouraged in the belief that before long the private enterprises will stand to lose whatever gains that they had previously made and be forced to give up their private businesses. Subsequently Project Authority caused their voluntary discontinuances.

2) Motion pictures enterprise had proved to be a losing proposition in the past few months and the Board had authorized the management to advance the admission price from \$.08 to \$.12. The result of the operation during the month of January had improved and shown a substantial gain.

3) In the latter part of December the Cooperative calendar was distributed free of charge to all the residents in the center. The Board had approved and authorized the special appropriation of \$320.00 for the above purpose.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

As ever, the Educational program is still in the stage of stagnancy. As the last phases of the center existences are in the fore, the psychology of the residents are more or less in chaos and are in no mood to entertain or accept Cooperative Educational programs.

*\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (1) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)*

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegates and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

PERSONNEL AND MEMBERSHIP COMMITTEE: met and recommended to the management the establishment of a new department whose sole duty and function be confined to and concentrated in the disposals of slow moving and dead stocks.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Due to the seasonal trend the relocation of Coop employees appears to have slackened. Only about a half a dozen employees had relocated but not to outside Cooperative work.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

The morale of the center residents is in the decline and many acts of vandalism is being perpetrated. The Coop had been the victim of 3 attempted burglaries and robberies. The total loss sustained by the Cooperative from the above have been over \$300.00. The constructions of the buildings being what it is, the tasks of safe-guarding our premises are rather difficult against such fore-going contingencies.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

A series of special sales are being conducted and the slow moving stocks are being reduced.

2. Report on services started or discontinued this month, with comment.

None.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None.



1. A. Committees: Continued--

MERCHANDISE COMMITTEE: Had on several occasions met in joint sessions with the general merchandises buyer and managers as well as with the Dry Goods Buyers and store managers, in the investigation of and expediting reduction of any and all slow moving and dead stocks.

THE FINANCE AND NEW INVESTMENT COMMITTEE: thoroughly investigated the feasibility of the Cooperative establishing freight, C.O.D. and Railway Express Services, which had been referred to it by the Board. The conclusion of the committee's investigation was that it will be ill-advisable inexpedient and against the interest of the Cooperative for us to assume this additional responsibility at this time.



## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45Month Ending 2/28 1945

Monthly Report

BUSINESS ENTERPRISECenter MINIDOKA

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

The Semi-annual Board of Directors election was held during February. Five new faces were added and four old members were re-elected. In the same election, the incumbent officers of the corporation, namely President, Vice-President, Treasurer, and Secretary were respectively re-elected for the new term.

By order of the Project Administration the foreclosure of the private enterprises in fish were completed.

The Board of Directors approved the establishment of express service effective from March 1.

Due to inability to find a successor to the Federation of Center Business Enterprises Secretary, the Board of Directors went on record favoring the discontinuance of and the liquidation of the Federation of Center Business enterprises.

The inventory of January 31, showed a figure slightly above \$40,000.00 which is an ideal figure and the goal we have been striving to reach in the past.

B. CO-OPERATIVE EDUCATION: PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

No Progress.

\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (1) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

None

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

A few of our employees had severed their connections for outside relocation.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

The consolidation of administrative and office staffs into one central locality had been accomplished and there only remains one problem to be solved, that of the moving of Cooperative warehouse into a new location.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

Have a substantial amount of slow moving stocks but are exploring every means to dispose of them.

2. Report on services started or discontinued this month, with comment.

None

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash



March 17, 1945

RELOCATION: Family interviews have been completed on 48 family units. Travel assistance grants have been approved for 216 people amounting to \$10,704.56. The evacuee planning group thinks that a hostel should be established in Seattle and that a Japanese Issei representative should be stationed in the Seattle office to assist residents.

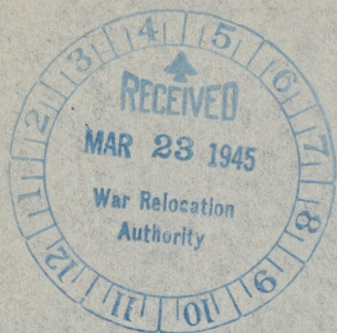
At present the strongest factor which is deterring relocation is the formation of groups combining with the expectation of forcing possible postponement of closure of the centers. It is extremely effective on the Isseis.

The necessary procedure seems to be lacking in the movement of Alaskan and Hawaiian people who are ready to go now.

It would help materially if the Western Defense Command would complete the determination and supply the necessary data.

BUSINESS ENTERPRISES: The inventory of January 31 showed a figure slightly above \$40,000.00, the goal we had been striving to reach. Five new members were elected to the Board of Directors and four old members re-elected.







## WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

Month Ending March 1945BUSINESS ENTERPRISECenter Winidoka

## 1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

The new Board of Directors re-established all the existing standing committees with the exception of one revision, the function of liquidation being added to the Executive and Operation Committee.

Merchandise committee had twice held joint meetings with the management personnel and studied and made recommendations on the overall inventory as well as the quick disposals of slow moving stocks. The result of and the goal set by the joint efforts and cooperations had advanced one step further into realization in the reductions of the inventory, February being \$37,131.77.

The necessity for maintaining the New York buying and service office had recently become negligible and the Board of Directors had signified, by resolution so adopted, to withdraw our support at the end of expiration date of the existing contract, namely April 30.

The Board of Directors declared:

- 1) 10% of sales distributable in cash through all the members as patronage refund.
- 2) 1% of net savings as Co-op educational fund.
- 3) All remaining net savings, after deductions of patronage refund and the educational fund, allotted to each membership as their

B. CO-OPERATIVE EDUCATION PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

No progress.

\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (2) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)

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C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

Personnel and Membership Committee had met to find capable person to the vacant position of Treasurer, resigned. Due to rapid acceleration of relocation tempo the Cooperative as a whole is being confronted with difficulty of replacing key positioned employees wherever and whenever they sever their connections for relocation.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

The proportionate quota of our people are being relocated, however, none in the past months had gone into Co-op work outside.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

None.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

About \$560.00 of shoes, mostly in cheap grades, are in category of slow moving shoes.

2. Report on services started or discontinued this month, with comment.

Incoming express service was officially inaugurated March 1, and in the first 16 days of operation, handled freights, and packages totaling 4834 pounds. This service is reported to be just about breaking even.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None.



-2-

I. CO-OPERATIVE ORGANIZATION & EDUCATION PROGRAMS:  
A. Committees:

Alloted General Reserve Fun. The total patronage refund is estimated to be around \$73,000.00.

The same in all probability will be paid some time in the latter part of May.



WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

Month Ending April 1945

**BUSINESS ENTERPRISE**

Center Minidoka

1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership. **The Personnel and Membership Committee had met several times in search of capable replacements for key-positioned employees left vacant by relocation. The replacement with permanent Treasurer is as yet still pending.**

Merchandises Committee had a joint meeting with the management personnel. A very satisfactory report was received from the management that the overall inventory as of March 31 had been reduced to the near ideal total of \$29,813.04. Much of the slow moving and dead stocks had been disposed of and today only few in this categories still remain.

The special Board of Directors meeting was held to hear oral report of the auditing result for the fiscal period. Some of the highlights of the report:

- 1) The adjusted total sales for the year were \$719,149.19 which is approximately \$25,000.00 more sales over the previous fiscal year.
- 2) Net percentage of savings over sales was 13.6509% comparing to 12.8065% in 1944.
- 3) Net adjusted savings for the period \$99,665.32.
- 4) Inventory 3/31/45 \$29,813.04 -- 3/31/44 \$76,245.49

B. CO-OPERATIVE EDUCATION PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)  
Stagnant.

\*Co-operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (2) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

Quarterly meeting of the Congress of Delegates was held on April at which time the President's report of the proceedings of the Board of Directors, the General Manager's operational report, as well as the Treasurer's financial report were made to the representatives. A by-law amendment was also presented and was unanimously approved and ratified, amending the stipulation of the majority votes clause in the elections of the Board of Directors to plurality votes. The general approval by the delegates on the past operational conducts.

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

Many of the employees are relocating and severing connections, hard-pressing the personnel department to find suitable replacements. To our knowledge not one of them are going into Cooperative work outside.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

None.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

None.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

The only items of major proportion classified as slow moving and possible dead stocks are shoes. These are however, slowly but surely being disposed.

2. Report on services started or discontinued this month, with comment.

None.

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

None.



continued:

C. Membership Meetings:

and policies was also expressed.



WAR RELOCATION AUTHORITY

Budget Bureau No: 13-R039  
Approval Expires: 1/20/45

Monthly Report

Month Ending Aug. 31 1943

BUSINESS ENTERPRISE

Center Minidoka

1. CO-OPERATIVE ORGANIZATION AND EDUCATION PROGRAMS: \*

A. COMMITTEES: (Report Activities this month of these committees: Management, Executive; Efficiency; Personnel; Finance; Audit; Planning; Program; Articles and By-Laws; and any other committees except those on education and membership.

Executive -- Draft of a certificate of indebtedness approved.

Personnel -- Selection of a new manager (Mr. Hirohara) to replace our present manager (Mr. Yoshimura) who is leaving for Tule Lake.

Merchandising -- Dry goods inventory reduced -- only most essential items in the dry goods department to be restocked.

Finance & Audit -- Review of July's financial report.

Planning -- Favorable toward a conference to be held in the near future to select three buyers for the New York office and also to exchange ideas and discuss problems and future plans.

B. CO-OPERATIVE EDUCATION PROGRAM: (Report activities of Education Committee and also progress of employee training programs.)

Education -- Books, pamphlets and weekly and monthly Co-op. publications plus informal discussions.

Employee Training Program -- Part time and apprentice workers.

\*Co-Operative success is measured by group action and results. This report should cover activity and progress of co-op organization in general, and supplements WRA Forms 233 and 234. Under Sections A, B, C, report developments which indicate increased evacuee participation, leadership and service to community: (1) meetings held, action taken, interest shown and attendance; (1) Progress and results of programs previously inaugurated; (3) Obstacles and lack of progress encountered and your program to overcome them. Use additional sheets if necessary and attach to this form.)



C. MEMBERSHIP MEETINGS: (Of the Co-op Congress, Delegate and District meetings. Report purpose of meeting, major matters discussed, action taken. Also here the activities of the Membership Committee during the month.)

The Membership Committee studied ways and means of handling transfer membership of incoming and outgoing segregates -- Decided that outgoing members would receive payment of membership and patronage by cash in full. Incoming persons will be contacted upon arrival.

Board of Directors -- interest on certificate of indebtedness

II. RELOCATION: (Indicate number Co-op trained people relocated in Co-op work outside, (naming Co-op employer) and number of Co-op-trained people relocated in other employment.

None have gone directly to work for a Co-op -- 10 have relocated -- One has gone to work in a grocery wholesale.

III. PROBLEMS: (Indicate major problems confronting center Co-op during month, those still pending, and action taken or program planned to meet them.)

Mr. Richardson's visit -- General discussion of original plans and goals for the Business Enterprises. Our project is working 100% for relocation, which means that our program is carefully controlled to conform to the best interests of the relocation program. We consequently are now working toward the original goal, but keeping in mind that it is of secondary importance.

IV. WASHINGTON OFFICE: (List matters pending in Washington office, and how that office can be of assistance to enterprise program at the center.)

Make a composite monthly report from all those submitted by the projects and send a copy to each project supervisor.

V. BUSINESS MANAGEMENT:

1. Give value and description of "dead stock" and how long on hand (30,60 days)

None

2. Report on services started or discontinued this month, with comment.

None

3. List obligations due in 30 to 60 days--patronage refunds, notes payable in cash

Notes payable \$200.00

Patronage refunds \$0,500.00