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WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

July 5, 1944

MEMORANDUM TO: Staff Housing Council

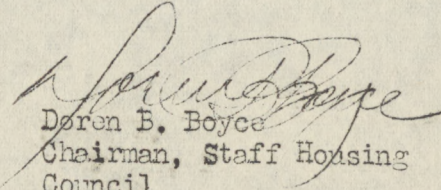
SUBJECT: Monthly Meeting

You are hereby reminded that the regular monthly meeting of the Staff Housing Council will be held Friday, July 7, at 8 p.m. at the Administrative Rec Hall.

At this particular meeting it is planned to prepare a reorganization of the Staff Housing Council and to make various suggestions for a more efficient operating program.

Plans will be suggested for further utilization of the Administrative Rec Hall.

Please make it a point to be in attendance to this meeting. If you are unable to be present, please see that your building or dormitory is represented.


Doren B. Boyce
Chairman, Staff Housing
Council

P.S. Refreshments will be served.

M-791

Mr. Grant Brown
[Signature]

MINUTES OF THE
STAFF HOUSING COUNCIL MEETING

October 6, 1944

Present:

Dr. O. F. Hoffman
Miss Leah K. Dickinson
Mrs. Raymond P. Sanford
Mrs. J. Hugh Turner
Miss Florence Thorp
Mrs. Martha Chastain
Mr. Vincent Gonzales

Mr. Ralph Earl
Mr. Glenn Seal
Miss Margaret Mack
Mrs. Clarence Ostlund
Mrs. C. A. Tyrrell
Mrs. Helen Fry

The minutes of the previous meeting were read and approved.

Keys to the appointive staff warehouse and recreation hall were turned over to Mr. Gonzales, Miss Mack, Mrs. Sanford, Mr. Seal, and Miss Thorp.

The new schedule for laundry services has been taken care of by Mrs. Roraback. She will also take care of securing the clothesline that has been requested. Mr. Earl mentioned inquiries about an indoor drying place for winter washing. The appointive staff warehouse was suggested as a possibility, but it was questioned whether the equipment stored at the north end could be moved. Mr. Gonzales said it might be possible to do this after warehouse 103 has been fixed up.

The question was raised as to what has been done about the delivery of groceries from Delta. Dr. Hoffman mentioned the possibility of securing groceries from Sutherland, since there is a store there that carries a complete stock of vegetables and fruit - with the exception of canned fruit -- all cuts of meats, butter, eggs, and cream. The owner will deliver to the project twice a week, on Tuesday and Thursday, which days can be changed to suit the personnel if necessary. His meats are ordered and received on Wednesday and Friday. Announcement of this will be made at the general staff meeting on Saturday afternoon.

Mrs. Sanford, returning to the matter of a place for winter drying of wash, asked about using the rec. hall during the day. Mrs. Turner suggested obtaining some wooden dryers. It was decided that a request will be made for an indoor drying place for the winter.

Mrs. Chastain reported on the activities of the Recreation Com-

mittee. Mr. Hunter has been contacted about tuning the rec. hall piano, and he has said that it will be tuned at the same time as the school pianos. There has been no progress made toward securing a pool table, and Mr. Boyce is acting on the matter of the juke box.

Mr. Earl reported on the building of the garbage cans. They are in place, but one has been removed and placed over by the appointive staff dining hall. The only thing left to do is to tell them it is not big enough and build another. A vote of thanks was given to Mr. Leonard Wood for his time spent on the building of these cans.

Dr. Hoffman asked what has been done about the organizing of a group to work with the local Red Cross chapter in Delta. Miss Gerard has been contacted and will give her report when a meeting of the women has been set. Mrs. Bell will remain the chairman of this committee.

Dr. Hoffman said that he had contacted Miss Gerard concerning the salvage of waste paper and was informed that the project is taking action in this. Mr. Gonzales mentioned that Mr. Robins is in charge of the paper salvage on the project. Mr. Niesse is the chairman of this committee. Mr. Gonzales suggested that since we have keys to the warehouse the paper might be stored there. This suggestion will be given to Mr. Niesse.

Mr. Earl asked what is being done about transportation to and from the project. Miss Mack felt that the increased allotment of gasoline to drivers in the center does not meet the situation, for there are still a number of people here who do not own cars, hence do not have a way of leaving the project. Mr. Hunsacker has been asked to get a license and insurance to carry parties, but it does not look too hopeful. The Salt Lake Delta Freight Line is also doubtful, but the matter has not been dropped.

Mrs. Chastain added to her report for the Recreation Committee the fact that the 'teen-agers have started their folk dancing. Another member will have to be appointed to the Program Committee. Mrs. Chastain said that since Friday night seems to be such a busy night the monthly staff party might be changed to Saturday night. This will be brought up at the staff meeting Saturday afternoon.

Mr. Gonzales, reporting for the Finance Committee, said that on the last staff party we broke just about even. A complete report on this will be given later.

Mrs. Tyrrell reported for the Playground Committee, and said that they would still like to have windbreaks, but that nothing has been done because of the building of the garbage cans.

Mr. Howard, Chairman of the Dining Hall Committee, was absent, but Mr. Gonzales reported that the monthly rate for meals has been reduced from \$30 to \$25 for adults, and \$13 for children under 8. The daily rate has also been cut - breakfast: 30¢; children under 8: 20¢; lunch: 35¢, children 20¢; dinner: 50¢, children 25¢.

The resignation of Mr. Glenn Seal from the Finance Committee was submitted and accepted. A new member will be appointed by Mr. Gonzales and the Chairman of the Housing Council.

Mrs. Sanford brought up the matter of storage space for canned goods, and questioned whether some cupboards could not be built in the warehouse. There might be sufficient lumber for such building. The possibility of the produce freezing in the warehouse was mentioned, but this could be avoided by wrapping paper around the containers. It is necessary to get permission from Mr. Henry Watson in order to secure the lumber. This was turned over to Mr. Gonzales.

Mr. Earl mentioned a place in front of 206 that is too low and should be filled in. A recommendation was made that a request be submitted for the reenforcement of all gravel walks on the project and the playground area.

Mr. Earl said that there have been complaints about the fact that children going into the warehouse have been somewhat destructive. This should be called to the attention of the parents, and care taken to see that things stored in the warehouse are not damaged. Representatives will give instructions on this when handing out the keys to the warehouse.

Dr. Hoffman mentioned an incident in which some school children coming in on the bus called residents "Japs". The impression might be received that if the children talk that way their parents do also. This is an individual matter and should be handled by the parents. Mrs. Ostlund, Chairman of the School Committee, was asked about the general behavior of the children on the school bus. There is not much that can be done except to have the driver try to keep order. Mrs. Ostlund was asked to see that the driver of the school bus is made aware of the parents' cooperation. It was mentioned that the P.T.A. in Hinckley has expressed a desire to have the parents visit and participate in school activities.

The resignation of Dr. Hoffman as Chairman of the Staff Housing Council was read and accepted after discussion. He was given a vote of thanks for his services and interest in the Council. It was then necessary to elect a Vice-Chairman to replace Miss Dickinson, who takes over the Chairmanship. Miss Mack and Mr. Gonzales were nominated, but Mr. Gonzales asked to withdraw his name in view of the fact that he is Chairman of the Finance Committee. Miss Mack was elected to the office.

A complete list of all staff housing representatives will be made as soon as the few vacancies are filled. A notice will be sent to those blocks having no representatives that it will be necessary to elect representatives, at least before the next meeting. Mr. Gonzales suggested that this term for officers and representatives run to December 31, holding an election then so that the new representatives might take over on January 1.

The meeting was adjourned at 9:50 P.M.

Helen Fry
Secretary

STAFF HOUSING COUNCIL MEETING

December 1, 1944

PRESENT:	Miss Leah K. Dickinson	Mr. Doren Boyce
	Mrs. Gilbert L. Niesse	Mr. Vincent Gonzales
	Mrs. Raymond P. Sanford	Mr. Ralph Earl
	Miss Florence Thorp	Mr. Otis Kelly
	Mrs. J. Hugh Turner	Mrs. Martha Chastain
	Mrs. Clarence Ostlund	<u>Mrs. Helen Fry</u>
	Mrs. C. A. Tyrrell	

1. Mr. Gonzales reported on the contributions received and expenditures of the Staff Housing Council fund. The balance to date is \$83.41. An itemized statement is attached to the original of these minutes.

A discussion as to how these funds should be considered followed. Mr. Boyce said that when parties were first given they paid for themselves, and that later it was agreed that any profit would be used to defray expenses. He suggested by-laws to determine how the funds should be spent. Mr. Gonzales suggested that if each staff party is to pay for itself, a committee separate from the regular Finance Committee of the Council be set up. Miss Dickinson appointed the Chairmen of each of the committees - Mrs. Chastain, Mrs. Tyrrell, and Mr. Kelly - to work as a committee with Mr. Gonzales. The possibility of depositing the funds with the Credit Union on the project was discussed, and Mr. Gonzales was asked to look into this.

2. Mrs. Chastain reported on the activities of the Recreation Committee. The Committee met in Mr. Lafabregue's office on Tuesday, November 21, the minutes of which meeting were read to the Council. A schedule of Rec. Hall activities has been made, and there are three open nights in the week. Mrs. Earl is trying to work out a Sunday afternoon program for the children. A special events night is to be started on Monday with the showing of films of the rodeo and other project activities, by Mr. Niesse. On December 11 and 18 a community sing of Christmas carols is scheduled.

Mr. Boyce said that he had talked to Mr. Hunter about a juke box, and Mr. Hunter will contact people in Salt Lake City and Provo.

The question of whether children should be allowed to use the Rec. Hall was raised again. The Council was agreed that the children need a place of their own, one they can build and take care of themselves. There is a possibility of moving a CC building for this purpose. Mrs. Chastain will meet with the children as a group, and the problem will also be taken

up by the Recreation Committee with Mr. Bell. The question of locking the Rec. Hall, and particularly the small room where the pool table is at present, was discussed by the Council. According to Mr. Purcell the table has been damaged already. It will need a new top, and once that has been done it would be inadvisable to have it used by the children. A motion was made to the effect that keys to the Rec. Hall will not be given to school children without proper supervision.

Mr. Kelly mentioned the possibility of having a "Snack Bar" in the Rec. Hall for the staff. Miss Dickinson appointed a committee of the dormitory representatives, with Mr. Maggiora as chairman, to work on this. Mr. Boyce suggested a possible connection with the military canteen as a source of supply.

3. Mrs. Tyrrell for the Playground Committee reported that there are some things that need to be done on the playground. The sandbox still needs a shelter and there are no wind breaks. The swings need new ropes and rings. Mr. Gonzales, Mr. Boyce, and Mr. Earl volunteered to take care of this. Miss Dickinson will see Mr. Bell about the gravel that is still needed between blocks 205 and 206 and under the swings. Mrs. Ostlund said that it has been suggested storing the teeters for the winter. Miss Dickinson will find out available places, possibly the administrative warehouse, and Mrs. Tyrrell will have some of the older children help move them.

4. Mr. Niesse has informed the Council that an indoor drying place is to be provided. The building, a coal house, will be moved after arrangements have been made to provide more windows.

5. Miss Dickinson read a memorandum from Mr. Henderich concerning available sewing machines on the project. Mrs. Roraback will schedule these in a manner similar to the scheduling of the washing machines.

6. Mrs. Fry reported that a memorandum has been received from Mr. Niesse to the effect that floor wax and furniture polish are supplied to dormitory residents but not to people who live in apartments.

7. The question of having young children attend the staff parties was discussed, and a recommendation to the parents will be made in the Desert Wind that as far as possible young children should not be taken to the staff parties, as they are primarily adult affairs.

8. Miss Dickinson reported on the matter of commercial transportation. All the necessary approval has been received, and a bus is to be brought from Detroit. It will probably be in operation by the first of the year.

9. Mr. Kelly reported for the Dining Hall Committee. The Committee has met with members of the commissary and the mess hall chef, and plans are being worked out to improve the meals. The new members of the Committee are - Margaret Mack, D. Kiester, Emil Sekerak, and Otis Kelly, Chairman.

10. Mrs. Tyrrell reported that the area around the garbage cans is not being kept clean, and that the garbage is not always carefully collected. Recommendations will be made that the cans be taken off the racks and put on the ground, that more care be taken in putting the garbage in the cans, that the garbage crew be more careful in collecting it, that another container be made for the dry garbage, and that the area be cleaned up once more. These suggestions will be turned over to the Operations Division.

11. Mrs. Turner mentioned that children have been emptying the fire extinguishers. This matter will be reported to Mr. Roraback, Fire Chief.

12. Mr. Earl questioned whether the washing machines are being fixed. They are being repaired. A recommendation will be made that another washing machine is needed. Mrs. Roraback will post a set of rules on the proper use of the machines.

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13. The Council decided to ask for donations to buy Christmas gifts for the resident help on the project, the help being the janitors, cleaning women and kitchen crew in the administrative buildings and staff housing. A list will be made of the people to be included in the gift presentation, and an amount set to be collected from staff members. Council representatives will be responsible for these collections.

It was decided that a quiet party, for adults and children, will be held on December 24, the time to be governed by other activities. A New Year's party for adults will be given on Saturday evening, December 30, which will take the place of the monthly staff party.

14. Staff representatives were reminded that the next meeting, on January 5, 1945, will be a joint meeting of old and new representatives, at which time new officers will be elected.

The meeting was adjourned at 10:15 P.M.

Helen Fry
Secretary

STAFF HOUSING COUNCIL MEETING
APRIL 6, 1945

meeting
17.310

MEMBERS PRESENT:

Dorm C	Sara Crosbie	Apt. 205	Mr. Conrad
" D	Mrs. Merrill	" 207	Mrs. Anderson
Block 2	Mrs. Henderson	" 208	Mr. Dingley
Apt. 202	Mrs. Maas	" 209	Mr. Kimball
" 203	Miss McCluskey	" 210	Miss Gerard
" 204	Mrs. L. T. Hoffman	" 211	Mrs. Rorabeck
		" 212	Dr. Bane

1. Mr. Conrad, Chairman, announced that plans were being made to provide more clothesline space.
2. A correction was made in the minutes for the March meeting, to wit: Only the pool room section of the Administrative Recreation Hall is to be reserved "For Adults Only" unless children of the appointive staff who wish to use it are accompanied by their parents.
3. It was reported that Mr. Kasius and his Youth Organization had assisted the Engineering Section in sawing the CCC barracks apart and that they had made plans to finish the interior now that it had been moved to the project by resident workers. Those members of the staff who volunteered man-hours to complete this work will be called on when their services are needed.
4. Mr. Kimball, finance chairman, reported a balance of \$49.93 in the Party Fund. Mr. Dingley, Chr. recreation committee, reported that his committee had discussed requesting the use of 50% of the balance of this fund for a staff picnic in May at Topaz Mt. or Oak City Canyon.
5. Mr. Dingley reported that square dance and special events committees had been appointed and that a soft ball team was being organized by Mr. Foy Enlow. It was suggested that Mr. Frank Beckwith, Sr. of Delta, Utah be invited to show his slides and films of the geological formations of Utah.
6. Mrs. Anderson led the discussion on the possibility of having cinder paths laid which would lead around the Youth Recreation Hall to the street.
7. Mr. Conrad asked that parents caution children about breaking bottles and scattering trash from the garbage cans. It was suggested that children be reminded that they shouldn't take boxes from the trash to use for "head coverings" as communicable diseases might be contracted in so doing.
8. Mrs. Rorabeck requested the removal of the trash stand from in front of Barracks 211 to a site in the north parking area.
9. Mrs. Jenkins, chairman of the playground committee, was authorized to work out plans with her group for supervision of the swings. Discussion was had as to the advisability of having pre-school children use the swings only during school hours and a schedule be worked out for democratic use of the swings by children of school age before and after school hours and on Saturdays and Sundays.
10. It was moved and carried that separate baseball diamonds be laid out for the appointive staff and the children on the project.
11. It was suggested that use of the slow and fast-operating washing machines be alternated by those whose laundry schedules run the same each week.

STAFF HOUSING COUNCIL MEETING
PAGE TWO

12. Housewives were urged to visit the wash room "occasionally" to see if any small articles are left there by their resident workers. An unusual assortment of apparel was said already to have accumulated.
13. It was moved and carried that all children be allowed the use of the Youth Recreation Hall, and that hours and compartments be assigned through the Youth Committee.
14. Mrs. Roraback asked if a committee couldn't be appointed to collect used clothing for the National Refugee Clothing Drive. Miss Gerard reported that Mr. Sekerak had written the National headquarters for details as to the collection of such clothing.
15. Mrs. Merrill presented a list of needed repairs and supplies for Dorm D. and Mr. Conrad referred her to the proper authorities who would obtain them for her.

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Mr. E. W. Conrad, Chairman
Frances E. McCluskey, Vice
Chairman and Secretary

II-898

A. Dickinson
STAFF HOUSING COUNCIL MEETING

MEMBERS: 18

June 8, 1945

Dorm A	Cliff Purcell	Apt. 205	Mr. Conrad*
" B	Robert Maggiore	" 206	Mrs. Jenkins
" C	Crosbie* & McNees*	" 207	Mrs. Anderson
" D	Mrs. Merrill	" 208	Mrs. Ostlund
Block 2	Mrs. Henderson & McCluskey*	" 209	Mr. Kimball*
Apt. 201	Mr. Peterson*	" 210	Miss Gerard
" 202	Mrs. Maas	" 211	Mrs. Roraback*
" 203	Mr. Dingley	" 212	Dr. Bane*
" 204	Mrs. L.T. Hoffman	" 213	Mr. Boyce*

Present at meeting *

1. Chairman Conrad announced that election of officers for the ensuing six months term will be held at the next meeting, Friday, July 6. Outgoing barracks representatives should hold elections for their successors in their respective barracks before that date and bring the new representatives to the meeting with them.

2. Mr. Conrad reported for Mr. Dingley, recreation committee chairman, that the staff party has been postponed until next Saturday night, June 16.

3. Miss McCluskey reported that Block 2 residents are complaining that women from the staff housing area are leaving laundry on the Block 2 washroom line for as long as four days and using 7 to 10 lines. Individuals guilty of this should show more consideration for others.

4. Mr. Conrad made the following progress report:

The two old washing machines and one ironer have been moved out of the laundry room and replaced by tables so that laundry would not have to be placed on the wet, dirty floor.

Another set of swings is going up adjoining the large swings, according to Mr. Bell.

Mr. Bell reported today that the teeter-totters have been planed and are being painted, and should be back in use within a few days.

The three vacuum cleaners sent to Salt Lake City in April for repairs are still there and no one seems able to expedite their return.

Mr. Conrad put an end to the use of WRA ladders as playground equipment by removing them from the area.

Only two sewing machines were requisitioned by staff apartment dwellers, making it unnecessary to arrange with the Personnel Office for rationing one to each barracks.

The May 12 Clean-up in the staff housing area was very unsatisfactory. Mr. Conrad subsequently picked up several cans full of broken glass from the playground area and in back of adjacent barracks. Much broken glass was taken from the sandbox. We owe it to our children to keep bottles out of their reach, caution them against breaking bottles and pick up glass whenever we see it.

The childrens' rec. hall still constitutes a big problem. The young people take little interest. After a second appeal to fathers and a personal recruiting visit to apartments by Mrs. Conrad, about a dozen dads turned out to nail up the heavy ceiling boards. Darkness prevented the completion of this work, but Mr. Wallace Crane had an evacuee crew finish it and connect lights. It took about two weeks to get the young people to sweep away the debris. But as stove bases filled with dirt and

coal had been left in the building, youngsters threw it about and made a grand mess. Mr. Conrad went to the warehouse with Mr. Boyce on Monday and arranged to have some tables, chairs, benches, an old davenport and a floor lamp moved into the west room. He mucked the room out himself yesterday evening to make room for the furnishings and they were to be moved in today or tomorrow. He previously had obtained two padlocks from Mr. Robins but found that there were no hasps on the doors and that most of them lacked catches. Mr. Crane was contacted today and said this would be fixed tomorrow so that all doors can be bolted or locked. Now the problem is to get play equipment and work out a summer program. Mr. Peterson, new CAS supervisor, is already taking an interest in this and is here tonight to discuss it.

5. Mr. Peterson said that he would be glad to set up a summer program for the young people but that first he must know the number of children in the different age groups. He also said that some equipment probably will be available above CAS needs, especially in the handicraft line, but that self-supervision by the young people will not work. He can not give much attention personally to the program for appointed children, and his staff will have their hands full with evacuee children. Adult supervision is needed. Mr. Boyce suggested that working mothers make arrangements with mothers who are not employed to supervise the youngsters. It was pointed out that children of appointed personnel can attend CAS classes in arts and crafts in the auditorium. Miss Crosbie will conduct classes for children in the age groups 7 to 10 and 10 to 13.

A motion was made and carried that appointed personnel families be polled to determine the number and ages of children interested in a summer recreational program, what they want the program to include, and whether the parents are willing to hire an older girl or adult to supervise the program. It was pointed out that at the Tule Lake Center parents are paying \$12 for a supervised summer program, but that a program could be carried out here on a smaller scale for about half this cost.

6. Mr. Boyce moved that barracks representatives take custody of outside hydrant taps to prevent small children from turning on the water and flooding the area around the outlets. The motion was carried.

7. Mr. Conrad reported that 13 residents of the staff housing area had signed a petition urging that the Topaz postoffice provide general delivery service for all mail addressed to appointed personnel and members of their families. The petition charged that the present service, whereby the Topaz postoffice delivers all appointed personnel mail in bulk to the WRA Mails and Files section is unsatisfactory because of delay in delivery and danger of loss and misrouting. Also, in a number of instances personal mail has been opened by mistake before it is delivered to the addressee. Mr. Conrad said he had taken this matter up with Mr. Hoffman, who showed concern and interest.

Mr. Hoffman told him that he never has been satisfied with the present mail delivery system and that he took the matter up with Mr. Black, Delta postmaster, some time ago. He was informed that the Topaz postoffice is simply an extension of the Delta postoffice, and that under the original agreement with WRA no provision was made for distributing mail to either individual evacuees or appointed personnel. Topaz mail is brought from Delta in a WRA truck. Evacuee employees deliver evacuee mail to the Center, and WRA mail is taken to Mails and Files where personal mail is sorted from official mail and delivered to the section in which the staff member is employed. Mr. Hoffman suggested two alternatives to the present system.

1. Arrange for General Delivery service at the rear of the Topaz postoffice, with evacuee employees handling appointed personnel mail.

2. Continue sorting mail at Mails and Files but have it distributed at a "WRA postoffice," possibly in the room now occupied by the mimeograph unit, which is centrally located next to the dining hall. An employee of Mails and Files

would be delegated to hand out mail at specified times outside working hours, say from 12 to 12:15 at noon, from 5:45 to 6 after work, and from 12:15 to 12:30 on Saturdays.

A discussion of these alternative plans followed, and it was unanimously agreed that the present system is preferable to either. Representatives present said they liked to have their mail delivered to their desks, and pointed out that dissatisfied individuals should check with their section head regarding the system of distributing mail in their own section after it is delivered there by Mails and Files messenger.

By. E. W. Conrad, Chairman
Staff Housing Council