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Visual Education Museum
March 27, 1943

Introduction:

In order to form an adequate reservoir of available supplementary material for the community's schools the Visual Education Museum was established. Since January the department has sponsored a number of exhibits on jewelry, canes, ladies handicraft, children art, and carved wood work. The materials are gathered by the museum staff members from the natural surroundings of the camp and through contact with outside Visual Aid Departments.

Because of the diversity of materials presented the Museum attracts the adults of the center as well as the school children.

Physical Improvements:

We have added:

- a. Mineral Collection
- b. Panorama of the Sierra Nevada Range
- c. Indian relics
- d. Lantern Slides
- e. Mounted Pictures (increased)
- f. Special Exhibit once a month.

Supplies and Equipment:

- a. Projector
- b. Lumber
- c. Taxidermist Supplies

Personel:

- a. Director
- b. Artist
- c. Taxidermist
- d. Woodcraft
- e. Secretary
- f. Office Girl

REGULATIONS FOR VISUAL AIDS ROOM

Since definite hours have been set up for Visual Aid, 7-2-2 and 7-2-3, we shall ask your cooperation in the keeping of these hours:

AFTERNOON 3:45-5:30

EVENING 6:00-9:00 (except Friday and Saturday evenings)

On Saturday the rooms will be opened at 8:00 o'clock and remain open until 12:15. It will not be open Saturday afternoons unless a request is made.

Shigeru Honda is now on duty only half-time, and goes off duty at 8 o'clock, so if you expect to check out material for the next day, or for the evening please do this before 8 o'clock with Shigeru.

There will be no further "indefinite" checking out of any material, but books will be checked for two weeks with an opportunity for re-checking. Units, or maps and material needed for a long period of time will be checked for six weeks, with an opportunity for renewal, if they are not needed elsewhere at that time. Please return any material which you now have out on "indefinite" loan, or come in 7-2-2 and have this changed to a specific date.

Visual Aid is not open for student meetings, as there is no one in charge during the usual school mornings, and teachers are urged to send students by the library office (not the custodian's office) for material which they have checked and wish at a certain period. Some material has been used without being properly checked out, and not returned on time causing embarrassment to those in charge of checking out material. Miss Budd will be glad to assist you between 8 and 12 a.m. when it is necessary that you get something during the morning. Try to anticipate your needs the night or afternoon before.

Susumu Kitani has been put in full charge of the operation of the P. A. system and the movie projector. Contact him through Mrs. Abel who is now manager of V. A.

VISUAL EDUCATION MUSEUM

QUARTERLY REPORT
April May June 1943

I. INTRODUCTION

During this quarter we sponsored the following exhibits:

- May 7-9 Flower Arrangement Exhibit.
Arrangements by several individuals, and by students of classes conducted by Mrs. G. Takata. This was well received by the public.
- May 22-28 Point Rationing Exhibits.
Posters relating about rationing. This was very educational for relocation purpose and also keeping up with activities outside.
- May 29- June 6 Fine Art Exhibit.
Oil paintings and water-colors by individuals in the center. Such exhibit is beneficial in sustaining the morale of the center.
- June 14-19 Relocation Exhibit.
Materials were produced by the Education Department: elementary school group, high school group, adult education; Relocation Office; and Student Relocation Dept. This helped the public to familiarize about many cities in Middle West. What jobs are offered to them. Where different schools are located and their curriculums.

Organized the Board of Directors of Manzanar Visual Education Museum on May 28, 1943. The main function of the Board is to stimulate and foster and develop the ideas and interests that would get the community to come and see the exhibits. Board members are made up of personnel who have access to good exhibit materials. Members of the Board are:

- | | |
|---------------------|----------------------------------|
| 1. Mr. K. Anzai | Manager Town Hall |
| 2. Miss A. Bell | High School Teacher |
| 3. Dr. G. Carter | Superintendent of Education |
| 4. Mrs. K. Fujiu | Nursery School Teacher |
| 5. Mr. A. Hashii | Asst. Supervisor Industrial Div. |
| 6. Miss M. Kataoka | Report |
| 7. Mr. T. Miyatake | Manager Manzanar Photo Studio |
| 8. Mr. E. Nagashima | Student Teacher |
| 9. Mr. H. Kimura | Foreman of Machinist |
| 10. Mrs. Naito | P.T.A. Treasure |
| 11. Dr. M. Strong | Director of Adult Education |
| 12. Mr. K. Takamura | Staff member of Visual Education |
| 13. Mr. A. Ujihara | Foreman of Carpenter |

INTRODUCTION Con't.

Plan is laid for traveling exhibit to be conducted in the future.

II. PHYSICAL IMPROVEMENT

1. Catalog listing all available materials in Visual Aid Dept. was compiled to be distributed.
2. Show-cases were made to protect fragile specimens on exhibit.
3. One section of the building was partitioned for office.
4. Frames were made to protect the paintings.

III. PERSONNEL

A. Present Personnel:

1. Director..... K. Tsuchiya
2. Artist..... K. Takamura
3. Woodcrafter..... M. Matsubara
4. Custodian..... Nakashima
5. Secretary..... C. Tsuchiya

B. Resignation:

1. Office Girl..... E. Shimamoto
2. Custodian..... T. Katayama
3. Secretary..... C. Kageyama
4. Taxidermist..... R. Nagatani

K. Tsuchiya Director
Visual Education Museum

1945

Takekura
8-15

SCHEDULE FOR VISUAL AIDS MUSEUM BUILDING

March 1 - 15

Doll Exhibit

This is expected to be one of the finest exhibits that has been held in 8-15. The Japanese Doll Festival occurs at this time and plans have been made to collect dolls from evacuees and Caucasians.

March 15-28

Annual Education Exhibit for Parents

The last two school terms Education has had an all-school exhibit. This one will follow the pattern of the past two years. The elementary school including pre-school will use the east side of the 8-15 building. The north end going across the building will be used by Adult Education and the west side of the building will be used by the high school. The libraries will prepare a poster with some statistics and book covers which can go on the left side of the entrance.

April 1 - 12

High School Art Exhibit

Under the supervision of Mrs. Anita Christensen

April 15-28

Fine Arts Exhibit

Pictures collected from adult residents in Hansenar

May 1 - 12

Relocation Exhibit

Sponsored by the Relocation Office. If the relocation office wants to sponsor letters, posters, or such from the schools English classes and social studies classes, I am sure teachers would be willing to cooperate.

CHRYSANTHEMUM EXHIBIT

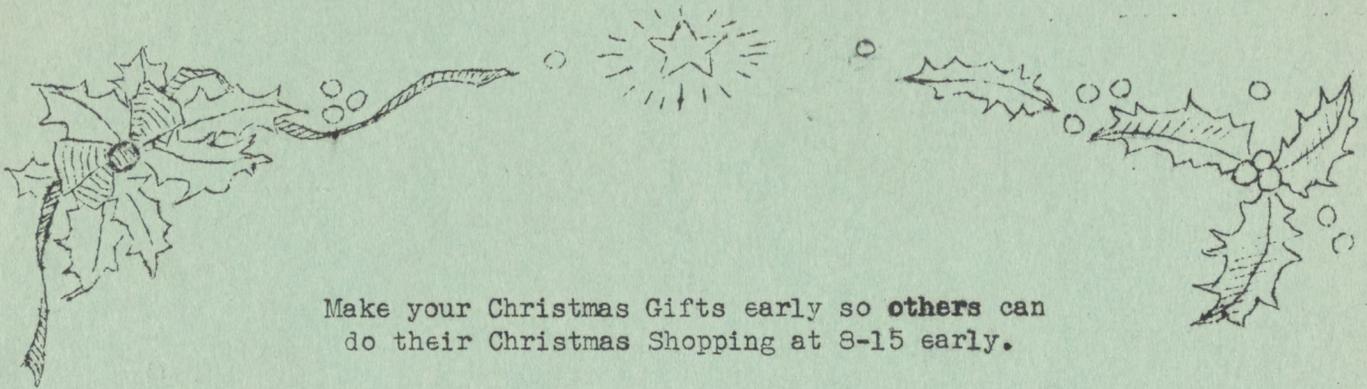
Nov. 3--15, 1944

- | | | |
|-----------------|---------|---------------------------|
| 1. Mr. Akiya ma | 26-9-4 | 9 chrysanthemums |
| 2. Mr. Danjyo | 12-2-2 | 10 " |
| 3 . Mr. Honda | Mess 28 | 1 gaku
1 chrysanthemum |
| 4. | | |

MUSEUM'S EXHIBIT RECORD

July to Dec. 1944

EXHIBIT	FROM TO	DAYS	APPROXIMATE NO. OF VISITORS
1. Office Furniture Exhibit ..	July 3--8	6	200
2. Adams' Photograph Exhibit	July 24--		
Pressed Flower Exhibit	Aug. 3	10	3,000
3. Summer Student's Project Exhibit	Aug. 18--26	8	2,000
Relocation Exhibit			
4. Hollywood Movie Studio Exhibit	Sept. 18--30	12	3,000
5. Fine Art Exhibit	Oct. 16--28	13	2,000
	(Including Sunday)		
6. Chrysanthemum Exhibit	Nov. 3--15	13	4,000
	(Including Sunday)		
7. Stenciled Craft Exhibit ...	Nov. 18--		
	Dec. 2	15	2,250
	(Including Sunday)		
8. Embroidery & Wood Craft Exhibit	Dec. 11--30	17	1,800
<hr/>			
Total	10 Exhibits	94	18,250



Make your Christmas Gifts early so **others** can do their Christmas Shopping at 8-15 early.

Dear _____

This is a special invitation asking you to participate in the 8-15 (Visual Education and Museum) Christmas Gift Center, December 1-15th.

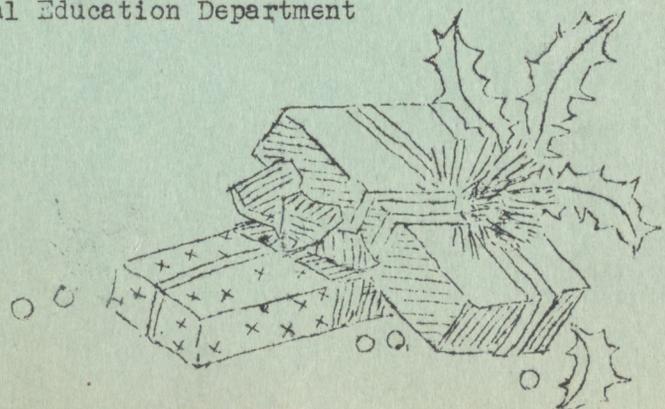
1. Make Christmas gifts
2. Bring them to 8-15 on November 29 or 30
3. Tell Mr. Tsuchiya or his staff what price you are asking for the gifts you have made
4. The gifts will be exhibited and placed on sale
5. The Manzanar Cooperatives will handle the business transaction
6. The maker will receive his price for the gift and the purchaser will have a Christmas present to give.

Get to work now and be ready to bring several Christmas presents that you want to sell to eager Manzanar customers.

May we expect some articles from you for the Christmas Gift exhibit?

Sincerely yours,

Board of Directors
Visual Education Department



2/12/44

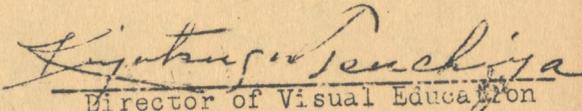
MEMORANDUM TO: Teachers
FROM: Visual Education
SUBJECT: New Visual Aid Material

New material has been added to the Visual Aids room at 7-2-3. Teachers have not been using the resources offered to the best advantage. We urge you all to drop in and see such new materials as:

1. Democracy at work chart
2. New global maps on rollers
3. Large physical - political globe on a floor stand
4. Two table globes
5. Colorful safety charts mounted on a tripod
6. Portfolios of pictures on period costumes
7. A physiology chart mounted on a tripod
8. A handsome portfolio of North American tree prints
9. Portfolio of prints on arts and crafts of Mexico
10. New art material for elementary and secondary levels
11. Hundreds of mounted pictures on every subject in the picture library
12. Rationing posters and charts for your preparation for relocation program
13. All types of war posters to make your classrooms appear like all other classrooms found in normal community life

May we expect you soon?

1:00 to 5:00 P.M. and 6:00 to 10:00 P.M.


Director of Visual Education

May 20, 1943

An informal meeting of the Visual Education Staff was held with Dr. Carter and Dr. Strong present to draw up the following plans:

1. Prepare a calendar of past events up to the present, and also map out calendar of future activities
2. Relocation Exhibit to held about the latter part of June.
3. Prepare traveling exhibit in 3 units in three weeks time
4. Board of Directors of the Museum
The following will be asked:
 - ✓ H. Kimura
 - ✓ A. Ujihara
 - ✓ Mrs. Fujii
 - Aiji Hashii
 - John Anzai
 - Elbert Nagashima
 - ✓ Dr. ^{Wells} Strong
 - ✓ Miss Agnes Bell
 - Some one from the Press or anyone interedted in publicity work
 - Mrs. Naito*
 - Jayo Miyatake*
 - ✓ Dr. Carter
 - Mrs. Adams
 - Michi Katsuka*
5. When the above prospective directors have accented the regular meeting will be held with the Museum Staff and the Board of Drectors on the 2nd Tuesday of each month at 7 p.m., at 1-14. on May 28th, 7 p.m. the first meeting will be held in 1-14.
6. The requisitions for the necessary equipments should be in immediately/
7. Time should be kept strictly.....deducting any time spent away from work during working hour. (Mrs. Katayama our attendant should be put on part time pay roll or give her more work.)
8. Begin branch Visual Ed. Museum at 1-14
9. Suggestions for futre exhibits:
 1. Garment Factory
 2. Public Works
 3. Recreation
 4. hat Makes Manzanar Tick:
 - * (How manzanar is runned*
and etc.

10 Story of Museum in Manzanar should be written up
in four short paragraphs

11 Ask Miss rusey ,7-4-4, and Mrs. Humpage for
their scrap book on Activities of the Children
for exhibit

ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS
MANZANAR VISUAL EDUCATION AND MUSEUM

May 28, 1943

7:00 p.m.

At Adult Education Office

Members present at the Board of Directors meeting were Dr. Strong, Adult Education; Mr. Takamura, Artist at Visual Education; Mr. A. Nagashima, High School teacher; Miss Kataoka, reporter; Mrs. Fujui, nursery, Mr. Hashii, Recreation; Mr. Tsuchiya, Visual Education; Dr. Carter, Superintendent of Education.

Other members who have accepted but who were not present are Mr. Anzai, Town Hall; Miss Bell, High School teacher; Mrs. Nito, P.T.A. Treasurer; Mr. Miyatake, photographer.

As there was no chairman elected, Dr. Carter presided at the meeting.

First topic for discussion was the functions of the board. Dr. Strong stated that all exhibits should be of an educational nature and that the board should be made up of persons who have access to good exhibit material. Dr. Carter said the main functions of the board should be to stimulate and foster and develop the ideas and interests that would get the community to come and see the exhibits. She explained that the board was not an administrative one but was to act as an advisory board. The board would represent the interests and talents of the community and also interpret and publicize the museum to the people by showing the right kind of publicity.

The discussion proceeded on a calendar of events for the Visual Education. Mr. Tsuchiya stated that the Fine Arts exhibit would go on until about June 6. June 7 to the 14 would be reserved for exhibits on point rationing. June 14 to the 20 would be set aside for the Relocation Week exhibit. At that time, it was decided that the Traveling Exhibits would be ready and could be combined with it. After being exhibited here, it was suggested that these should be given to people who would like to give talks on the outside. Small exhibits would be shown on the 21st, and on the 28th, the "Know Your Manzanar" exhibit. Dr. Strong suggested that two big exhibits should be given each month. Dr. Carter suggested that a "Tribute to Graduates" exhibit should be shown after the semester ends in July. Cartoons of each graduating student would be put up and underneath each, a short history of the student. It was decided to have this exhibit on the week of the 5th.

Dr. Carter stated that the museum should have these two goals. First, to have exhibits of current interests and events and second, to develop permanent exhibits and visual aid material. It should serve all age groups in the community as well as to schools.

A "World of Science" exhibit week was decided on for the latter part of July. An Inyo County exhibit was suggested and matters

that may be included were the feud between Los Angeles and the Inyo County about the water rights, tell of some old family who were named after the creeks, rivers, etc. Mr. Hashii stated that the Recreation Halls would put on an exhibit on the 4th of July holiday in each hall and offered to give the best from each group for exhibition at the museum.

The question of the time for meetings was next discussed. Each member was asked what day he would be free and the majority felt that the first Thursday of each month would be the best day. July 1 was decided on as the day for the next meeting.

Various chairmen for each exhibit were chosen. Dr. Carter offered to head the Relocation Week exhibit. Tribute to Graduates chairman will be Mr. Hashii, who will find cartoonists to draw each graduating student. The World of Science exhibit, which will include guayule, will be taken over by Mr. A. Nagashima. Dr. Strong offered to take over the Inyo County exhibit and set the date as August 14. Mrs. Fujui will be chairman of the exhibit of organizations connected with youth such as the Boy Scouts, Churches, Y.W. etc. which will be displayed about the first part of September. July 7 will be the date for the Art Exhibit which Mr. Hashii will take over. The "Know your Manzanar" exhibit will be taken care of by the Visual Education staff.

Mr. Hashii suggested that the Visual Education building should be opened at least two hours after supper to stimulate visitors.

Meeting was adjourned at 9:30 after refreshments had been served.

VISUAL EDUCATION BOARD MEETING

July 1, 1943

The Visual Education Board of Directors met for the second time at 8-15, 7:00 P. M. on Thursday, July 1, 1943.

Members present were: Agnes Bell, Ruth Budd, Dr. Genevieve W. Carter, Kameyo Fujii, Aiji Hashii, Michiko Kataoka, Elbert Nagashima, Dr. Melvin W. Strong, Kango Takamura, and Kiyotsugu Tsuchiya.

Dr. Carter, acting chairman opened the meeting by leading the discussion of Visual Aid catalogues to be used by the teachers.

Mounting of pictures in the museum was also discussed.

Dr. Carter was unanimously elected as chairman, and Dr. Strong as vice-chairman of the Board. Michiko Kataoka was chosen as secretary. Relocation Week exhibit proved that the people, including teachers, know very little about relocation. Plans are underway for a Relocation Project Council and better counselling program to give information and facts about relocation.

Traveling exhibit is to be made to develop Japanese American Relations in the Middle West. Three phonograph records have been cut, which were of Adult English class activities, a high school group receiving vocational counselling, and "Ballad for Americans." Dr. Carter said that Mary Kageyama may sing the "Manzanar Song" on the fourth side. These records will be used for other purposes by W. R. A. since they turned out so well.

Some points were brought out about insects by Miss Bell. Several rare specimens are found in abundance around Manzanar.

The Calendar of Events was discussed at which time different suggestions were made to the various chairmen. Hashii's Senior Exhibit will begin from July 5 to 11, the World of Science headed by Nagashima is scheduled to open at the end of the month; Dr. Strong's Inyo County Exhibit begins from August 14, while Mrs. Fujii's Youth Week will be from September 1. The museum's anniversary exhibit will be held on October.

Mr. Nagashima and Mr. Hashii, etc. led the discussion about borrowing and buying microscope, cameral lens, hospital posters, Mrs. McLain's Indian baskets and dolls, and Mrs. Doull's Indian materials.

A suitable neutral color for the museum's inner walls was talked about, a color was not chosen since the calcimine color chart was not available.

Mr. Tsuchiya said he wished to have better lighting facilities. This need will be referred to Mr. Feil. Mr. Tsuchiya also wanted to know the ways and means of going on expeditions outside the area to collect materials for the museum. The policy of the new captain on out of the area trips was not known.

Eleven photographs of grammar school children, fire department, and registration of leave clearances by Frances Scott, WRA photographer, were shown to the Board members. The staff is now mounting these photographs.

Miss Bell suggested that some one ask the Education Department of Los Angeles School Department for the Los Angeles Curriculum which as Life Science for Visual Aid materials. Miss Budd gave several suggestions for cataloguing Visual Aid material. She agreed to set up a better organized system of cataloguing under subject heads.

It was decided to have permanent exhibits on the side walls and new displays on the center tables. Some visitor return to see the permanent exhibits again although they may not be interested in the present exhibit.

The hours of the museum were changed. It will be closed all day on Monday and on Tuesday mornings and open on Saturday and Sunday.

Meeting adjourned at 9:05 P. M.

Mr. Tsuchiya

August 5, 1943

VISUAL EDUCATION BOARD MEETING MINUTES

Complimenting the Visual Education staff members and those who participated in making the recent traveling exhibit a success, Dr. Carter opened the third Visual Education Board of Directors' meeting Thursday, August 5, at 7:10 p.m. in 8-15.

Present at the meeting were Ruth Budd, Dr. Genevieve Carter, Kameyo Fujii, Aiji Hashii, Michiko Kataoka, Elbert Nagashima, Kisa Naito, Dr. Melvin Strong, Kango Takamura, and Kiyotsugu Tsuchiya.

Nagashima in explaining his World of Science exhibit which is to be held in the middle of this month, gave the following as some of the main points of the exhibit: Automatic fire alarm system, burglar system, garden without soil, mechanical man, and double mirror. Dr. Carter suggested Miss Cox, elementary science teacher; Miss Schauland, pre-school science, and Mrs. Adams' son as persons who may be able to help with his exhibit. Miss Budd will contribute the materials from the library.

Numerous suggestions for Youth Week, chairmaned by Mrs. Fujii, were given by the board members. This exhibit is to be held on the first week of September. She is to contact various organizations as the Y.M.W.C.A., American Red Cross, Junior Red Cross, Youth Clubs, Hi Y, Boy Scouts, and Church organizations, and also get a back-to-school clothes display from the Coop. Dr. Carter said that she would help Mrs. Fujii with the mailing list.

Inyo County exhibit slated for an early presentation was deferred to November 1 to 10. An art exhibit consisting of wood carving, finger painting, oils, water color, soap carving, and clay in modern, commercial, and classical techniques is expected to be held before or after the Inyo County exhibit.

Traveling exhibit is expected to be packed in 3 wooden boxes 4' x 3' x 3' which will be shipped to various Midwestern and Eastern cities. An inventory of the exhibition materials will be taken so that they may be insured.

The board members expressed their delight in seeing the new lighting in the museum. For further improvements, plans were discussed for a botanical garden and zoo around the museum building.

Nagashima is to give Dr. Carter specifications for the lens which are to be ordered from Dr. Emerson. As soon as the lens arrive, Nagashima is to make a telescope.

With volunteer instructors, four academic clubs will be started. These Youth clubs such as entomology, lapidary, taxidermy, and botany are to help the Visual Aid in preparing future exhibits. Entomology and botany are now open for registration of new members. Those interested should see Kiyotsugu Tsuchiya, Director of Museum.

Later the board of directors went to the back room of the museum to see a new partly constructed bird cage.

Since Agnes Bell has left Manzanar, Mrs. Mary Kincaid was recommended to take her place.

The meeting adjourned at 8:25 p.m.

Mr. Tsuchiya
20-1-2

MINUTES OF THE VISUAL EDUCATION BOARD MEETING
September 2, 1943

To discuss various problems confronting the Visual Education Museum, the monthly meeting of the Visual Education Board of Directors was held Thursday evening in 8-15. Because Dr. Genevieve Carter was unable to attend the meeting, Dr. Melvin Strong, the vice-chairman, presided over the meeting which began at 8:15p.m.

With going-back-to-school as the theme, Youth Week exhibit, headed by Kameyo Fujii, was discussed by the members. This exhibit will open from Monday, September 6, until September 19. Taking part in the displays are the Coop's Dry Goods Store; the 3 churches----- Buddhist, Catholic, and Protistant; nursery and elementary schools; Boy Scouts; YWCA; Recreation; and the Junior and Senior Red Cross. The Posters to advertise this will be made by Takamura as usual.

Dr. Strong's Inyo County exhibit will be shown with the museum's anniversary exhibit. This combined exhibition will be from November 1 to 14. Many items of interest are expected for this display.

Ruth Budd, brought visual education cataloging material to Kiyotsugu Tsuchiya.

The directors inspected the 3 impressive glass cases of Inyo County Insects. These insects were carefully mounted and labelled by the museum staff workers.

Miss Budd suggested that copies of the Visual Aid cataloges be made, covered with gayly colored paper with labels on them. Each copy could be chained to the desks of the elementary and secondary school principals, and to the desks of the libraries of 22-15, 1-14, and mess hall 7. She also suggested the idea of having copies of the Visual Aid catalog be made on library sized reference cards which can be inserted with the library cards with the words, "See also the Visual Aid in 8-15" on them. By making these catalogs and cards, the teachers will become aware of the facilities of the museum.

It was suggested that we have a hobby and handicraft exhibit during the Christmas Holidays. First, second, and third prizes of some sort as dipolmas or as certificates could be awarded to the 3 best hobbies and the 3 best handicrafts judged by 3 judges. Notices in the Free Press and in the messhalls of this contest was recommended.

At the next meeting, we should elaborate on the December exhibit, it was announced.

Letters of appreciation to those who lent materials for the traveling exhibit was recommended. These letters can be sent through the Education Office. It was also said that some kind of an award, as in the form of certificates, should be given to the participants of each exhibit held in the museum.

Book Week exhibit can be held in the early part of December, but Miss Budd said that she did not think there would be enough material to fill the museum. She thought of decorating certain part of the museum

Minutes of Visual Aid Meeting cont.

with book jackets and a few books.

Tsuchiya said that he would like to have things centralized as film strips which are now centered in the Adult Education Office. He added that the materials intended for the Visual Aids seemed to have been scattered into other departments.

It was suggested that we see the museum lantern slide someday because the lantern projector, screen and 150 slides have never been used.

The directors expressed the desire of seeing dark shades put up in 7-15 to show movies to the adults and high school students because tacking up tar paper each time to the windows is a nuisance,

Present at the meeting were Ruth Budd, Kameyo Fujiu, Michiko Kataoka, Dr. Melvin Strong, Kango Takamura, Kiyotsugu Tsuchiya, and Elbert Nagashima who was excused early in the meeting because of his hay fever.

Meeting adjourned at 9:20 p.m.

***** * * * * *

Meeting of Thursday, October 7, will be on the subject of Visual Aids Service to the Schools, stated Dr. Carter.

Oct 7, 1943

Minutes of the Visual Education Board of Directors' Meeting

Members present at the meeting were Dr. Genevieve Carter, Kameyo Fujiu, Aiji Hashii, Michiko Kataoka, Clyde Simpson, Dr. Melvin Strong, Kango Takamura, and Kiyotsugu Tsuchiya.

Future plans for the Inyo County exhibit scheduled for the first part of November, was revealed by Dr. M. Strong at the meeting held Thursday evening 7:45 p.m., October 7, in 8-15. Presided by Dr. Carter.

Strong said that a panel discussion with Mr. Merritt and Bob Brown on Inyo County can be presented on the program for November 10, along with movies made by Axel Nielsen on the building of Manzanar and Rudie Henderson's movie of the Inyo County. Along with the Inyo County Exhibit, a flower arrangement and museum anniversary exhibit will be shown. The residents of Manzanar who intend to exhibit their flowers should get them ready, especially the chrysanthemums, disclosed Hashii. Invitations to the florist in Bishop and the Garden Club in Independence to see the flower exhibit was suggested.

A plan to hold a Christmas Gift Shop exhibit for the sale of presents made by the residents with price tags on the articles in the first week of December was suggested. These articles may be sold by the Red Cross, Community Fund, or PTA, but it was pointed out that a clearance for the sale must be obtained.

Mr. Tsuchiya reviewed Ruth Budd's idea of attracting the attention of the teachers in using the museum. Mr. Simpson said that a habit of going to the museum should be established just as was done for the 1-14 professional library.

The original plans of the museum was to have a library and a study room so that teachers and students can be helped by the museum staff members to do such things as pressing flowers, butterflies, etc. and that there is no use in making duplicates of the visual aid materials already collected. Supplements to the others can be made. Teachers should turn in requests so that the materials can be supplied by the museum, such as models or miniatures, expressed by Tsuchiya. He added that he would like to have someone or have a few teachers appointed to plan the construction of the study room and make suggestions.

Carter said that the conference or study room could seat 35 persons. Have a large table and folding chairs.

Simpson said that to meet demands of the teachers' for materials, he helped to develop the 1-14 professional library and that the 1-14 building has all the things that are needed by the elementary school teachers such as text books, visual aid material, phonograph, etc. but he made a motion which was seconded by Hashii that he would move elementary visual aid material to the museum and that the people should be encouraged to use the material at the museum. He said that he would do everything he could to promote use of materials at the museum.

Mr. Dykes, a former principal of a Los Angeles school, who is here to teach science is going to lend his science collection disclosed Carter. Strong said that he could lend his South Sea Island Exhibit.

Dr. Carter wished to have Dr. Strong become chairman, but he declined.

A motion was moved and seconded that the museum should be closed to the public this month to have the construction of the study room and to have the building's interior calcimined ivory.

A suggestion was made to invite people who are interested in the Visual Education Museum to become members particularly one elementary teacher and one secondary teacher. Simpson suggested Libby Gratch for the elementary school.

The traveling exhibit is packed and already but is being delayed until the hardware comes from Sears but if it is not available then aspin padlock will be used disclosed Dr. Carter.

The meeting adjourned at 9:45 p.m.

Mr. Tsuchiya

20-1-2

2. Relocation exhibit

April 1-15

Suggestion: Get in touch with Relocation Office for helpful materials.

Chairman: Dr. Carter

It was believed that while in Washington Dr. Carter could arrange for pictures and films by WRA "Photographic Teams."

3. Public School exhibit

April 24--May 8

Chairman: Mr. C. Simpson (California School Week)

4. Wild Flowers exhibit

August time--May 15

Chairman: Miss Martha Shoaf

5. Safety exhibit

June 30--July 10

Chairman: Dr. Strong

Dr. Strong next brought up the subject of how to get the teachers use the Visual Aid material and room more.

Miss Budd reported on the attendance for December and January, there being some increase in those using available material in January.

Miss Potts mentioned suitable decorations, curtains, and more comfortable furniture for the sitting and work rooms.

All members agreed that a faculty meeting held in 7-2-2 would be one helpful way of making teachers acquainted with the facilities there.

Now that we have new safety charts and that some teachers are showing interest in safety, it was agreed that a panel on safety should be held and that all teachers be asked to attend. Those desiring to make a unit on safety could get helpful suggestions, others may get an enlarged view of the problem. Dr. Strong is to be the chairman of this panel. Help may be asked for from the police and fire departments, and films may be used if convenient. The attendance at this panel would be compulsory for all teachers.

There being no further business the meeting was adjourned.

Respectfully submitted,

Doris Abel
Acting Secretary