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BY-LAWS OF THE
COMMUNITY ACTIVITIES COOPERATIVE ASSOCIATION
Passed By First C.A.C.A. Congress
November 11, 1943

Article I. Name: The name of this organization shall be
Community Activities Cooperative Association.

Article II. Purpose: The purpose of this association shall
be to plan for and obtain for the membership of
this association ~~worthwhile~~ cultural and recreati-
on- al activities such as entertainment, social
activities, hobbies, music, sports, gardening,
and other leisure time activities as shall be
deemed suitable for the Manzanar community; to
collect and disburse such funds as the member-
ship shall direct, and, to establish a satis-
factory bookkeeping and accounting system for
the association.

Article III. Organization

Section 1. Membership

All members of organizations benefiting regularly
from facilities, equipment, space, and paid staff
shall be required to pay quarterly dues and upon
payment of such dues shall become members of the
CA Cooperative Association. Members participating
in various activities may organize into clubs with
their own elected officers. However, the amount
of membership dues shall be determined by the
Community Activities Cooperative Association

Board of Directors and all money collected in the form of dues or receipts from sales shall be turned in to the Cooperative Association Central Treasury. If any activities group, or club organization wishes to make further dues collection in addition to those specified by the Board of Directors, or wishes to undertake any other form of fund-raising activity, approval must be obtained in advance from the Board of Directors. Such approval is subject to WRA regulations pertaining to business enterprises.

Each member club or organization shall present a quarterly budget for the approval of the Cooperative Association Board of Directors. This budget shall be presented to the head of the department under which the activity is organized two weeks preceeding the beginning of each quarter.

Section 2. Congress: Membership and Functions

The Congress of the CACA shall consist of delegates elected by dues paying members of activity clubs, groups, or organizations. Each such club, group, or organization shall be entitled to elect one delegate to the Congress for every 40 paid up CACA members within that organization, and one additional delegate may be elected for any major

fraction of forty members. Each such group, club, or organization shall be entitled to at least one delegate to the Congress.

- The Congress shall be elected for a term of Three months and shall hold office until a new Congress is elected the following quarter.

A quorum to do business shall be three-fifths ($3/5$) of the total number of Congressional representatives. The duties of this Congress shall be:

- (1) To elect a Board of Directors in the following manner: all the Congress members from each of the five CA departments shall each elect one of their membership as a Board member (that is all Congress members elected from the Arts and Craft organizations shall elect one director, all Congress members from the Music Department shall elect one Board member, etc.) After Congress delegates from each department have elected five Directors each one of whom represents a department, the Congress as a whole shall nominate and elect five members at large to the Board of Directors from among the CACA membership.
- (2) The Congress has complete power to act in behalf of the entire membership; it shall have the authority to delegate any power and responsibility to the Board of Directors. The Congress,

or the Board of Directors acting for the Congress, shall approve or disallow all quarterly budgets and other expenditures of the organization; it shall determine the amount of membership dues and the method of collection.

(3) The Congress shall have complete authority in the over-all planning and organization of the CACA; it shall be the final arbiter in the collection and disposal of funds of the CACA.

Section ~~III~~³. Board of Directors

The Management of this Cooperative Association shall be vested in a Board of Directors consisting of 15 members, who shall have equal voting power. In addition to the 10 Directors elected by the Congress of Delegates (Article III, Section II,) the heads of the five departments shall be members of the Board of Directors. The five departments are: Arts and Crafts, Victory Garden, Music, Entertainment, Social & Youth Activities, and Sports.

The Board shall hold monthly meetings and shall conduct all the business of the Cooperative Association. It shall have power to approve or disapprove budgets in whole or in part and permit all expenditures in behalf of the Cooperative

Association. It shall decide upon the amount of membership fees and shall see that such fees shall be collected and an accurate accounting of such will be kept.

The Board shall appoint a Business Manager and Executive Secretary who shall be paid on a WRA scale and shall keep an accurate record of the financial condition of the CACA. He shall make a monthly report to the Board of Directors and shall assume such duties which the Board shall deem necessary for the successful operation of the CACA.

The Board shall elect its own officers who shall be a Chairman, Vice-Chairman, and a Secretary and a Treasurer. The Board shall be elected for a term of three months and shall hold office until the New Board is elected the following quarter.

A majority of the total board members shall constitute a quorum.

Section ~~IV~~. Amendments

Any amendment to these by-laws shall be made in the following manner:

(1) A proposed amendment to these by-laws shall be submitted to the chairman of the board of

directors with the signatures of at least ten per cent of the members of Congress.

(2) The Chairman of the Board of Directors shall present the proposed amendment to the regular, or special, meeting of Congress, to be approved by two-third majority votes of the delegates present. The draft of the proposed amendment shall be sent to each representative along with the notice of the meeting 10 days prior to the date of the Congress assemrage.

Section ~~7~~⁵. Dissolution

Upon the signed petition of ten per cent of the Congress members, or upon the majority votes of Congress, the dissolution Committee of 10, appointed by the Chairman of Board of Directors, shall make and report a dissolution within ~~100~~ weeks to the Congress. Two-third majority votes of Congress shall make a dissolution effective.

COMMUNITY ACTIVITIES COOPERATIVE ASSOCIATION

The CACA has successfully carried the financial burden of activities which are in need of funds. We have seven personnels, two hired as office workers, and 5 hired in different activities. There are about 1,350 members of which 159 are children bringing in approximately \$450.00 membership dues. The CACA due is still 35% for adult and 20% for children per quarter.

The comparison of membership income and budget expenditures for the activities sponsored by CACA covering the last quarter is listed below:

<u>Activity</u>	<u>Income Dues</u>	<u>Expenditure</u>
Art Center	\$4.55	\$9.00
Embroidery	13.65	13.00
Brush Lettering	50.40	78.92
Needle Craft	18.75	9.16
Stencil	22.80	15.46
Sewing	59.50	40.00
Woodcraft	9.10	15.00
Music Hall	61.05	110.25
Victory Garden		
Social	79.85	94.25
Sports (Men's)	13.05	66.00
Golf	21.00	74.25
Tennis	13.85	25.00

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Activities promoted entirely by CACA fund are Brush Lettering which has one instructor receiving \$19.00, and Go-Shogi under Social Department, with one instructor at \$16.00. Both of these activities are allotted budgets for every three months to be used as running expenses. Outside of these, we furnish additional wages to Golf Club, Victory Garden, and Art Center.

We have estimated turnover of \$1,000.00 and over a month. This is largely due to the increase power legislated to us by WRA. We now channel all money making activities outside the Cooperative Enterprise store through the CACA. It is through this power we are able to make up the difference in funds required to promote many activities. With the exception of office supplies, no WRA budget was allowed for last quarter.

The Victory Garden has been of great assistant in furnishing additional income to the CACA fund. About an acre of ground is run by two CACA personnel. This not only provides fund for CACA, but also furnishes a big service to the community.

It provides:

1. Vegetables for Co-op Canteen
2. Flowers for weddings, funerals, parties, and flower arrangement classes
3. Bedding plants, both flowers and vegetables
4. Insecticides and Fertilizers in small quantities

Over thirty different types of vegetables have been raised by the Victory Gardeners, during the summer season. This does not include vegetables raised for experiments purpose, only those used for consumption and seed. The Victory Garden is the money maker for the CACA.

The Gift Shop at 16-15 has fulfilled its objective as a store to handle small Manzanar made articles. Through the shop, residents and visitors are able to buy great varieties of merchandise. Listed are some of the articles handled by the store: Picture (Water color and oil paint), Pins (wooden and felt), Geta(Japanese wooden shoes), Slippers(cloth) Toys (wooden and knitted), Knitting Goods (crochet doilies, basket bases, dishes, bibs, belts, table cloth etc. Yarn-- baby bibs, sweaters, shoes, etc.), Stencil goods (towels, table cloths, handkerchiefs, pillow cases, etc.), Embroidered Goods, Cushions, Artificial Flowers, Wooden Novelties, Tie Hangers, Cigarette cases, Picture Frames, Furnitures, Screen, Baby Chairs, Chest, Baby Crib, Wall Ornaments, Corsages (paper and cloth), and Rug Matt.

Most of the articles are made in activities classes sponsored by CACA. Because it is hard to determine which articles are in demand, we are handling everything on a consignment bases. Number of people bringing in articles total 63 to date. As people began to understand the object of the store is to render service and is on a non profit bases, the number of the consignees will gradually increase. The average business per month since its openning is \$361.00. One third of this figure constitute caucasion purchase.

BY-LAWS

Article 1 Name

Section 1 The name of this organization shall be _____.

Article 2 Object

Section 1 The immediate object shall be to obtain for members services and recreation activities at the lowest possible cost consistent with quality. The ultimate object is to develop as soon as possible into a full-fledged recreation cooperative.

Article 3 Membership

Section 1 Any person who agrees to comply with the by-laws of this organization may become a member by paying the membership fee subject to acceptance by the majority vote of the members at the regular meeting.

Section 2 A member may withdraw from the organization at any time.
The return of the membership fee in such cases shall be at the discretion of the management committee, but in no case shall the repayment be in excess of the book value of the deposit.

Article 4 Fees and Member Deposit

Section 1 Each member shall pay the membership fee of (25 or 50) per quarter.

Article 5 Meetings

Section 1 Meetings shall consist of (1) a quarterly meeting at which the problems and policies are discussed--the quarterly budget for the organization voted by the membership (2) regular monthly meeting at which the officers and the special committees shall report on the budget and finance of the organization and other matters. (3) At the end of the quarter a meeting shall be called for the purpose of reporting to the membership the status of the organization's finances and at that time a program for the ensuing period shall be outlined and a disposition of all remaining funds made by vote of the membership.

Cont. BY-LAWS

Article 5 Meetings

A quorum shall consist of 20 per cent of the members.

- Section 2 Each member shall be entitled to but one vote. No proxy voting shall be permitted.
- Section 3 Special meeting may be called by the officers and shall be called by the secretary at the request of any 5 per cent of the members, provided notices thereof are given 5 days prior to the meeting.

Article 6 Officers and Committee

- Section 1 The officers of this organization shall be a chairman and a secretary-treasurer, elected quarterly by the membership. They shall constitute the management committee which shall be in charge of the business of this organization.
- Section 2 The chairman shall perform the usual duties of that office and shall also serve as chairman of the educational committee.
- Section 3 The secretary-treasurer shall be in charge of all the funds, make all disbursement as voted by the membership or by the management committee, and keep an accurate record of all the money spent and received.
- Section 4 The committee on education shall be composed of the chairman, as chairman, and as many elected or appointed members as may be deemed advisable. It shall be the duty of this committee to encourage membership and to arouse interest in the cooperative among the members and in the community.
- Section 5 An auditing committee of 3 shall be elected from the members not on the management committee. It shall be the duty of this committee to inspect the financial records each month, to study and report upon the quarterly balance sheet, and make to the membership any recommendation it deems advisable in connection therewith.

Article 7 Disposal of Savings

- Section 1 The surplus savings effected after paying all the expenses shall be divided quarterly on the following basis; at least 10 per cent shall be placed in a reserve fund to be used for expansion. The remainder shall be used collectively in such a way as a majority vote of the meeting shall determine.

Article 8 Amendments

- Section 1 Amendments to the by-laws may be made at any

Cont. BY-LAWS

regular meeting provided a written notice of the proposed admendment to be voted on has been placed in the hands of or mailed to each members at least 2 weeks before such meeting. The provision of one vote per member shall not be changed except by unanimous vote of those present, who shall constitute (with those voting by mail) at least 90 per cent of the membership. For the other amendments a two-third vote shall be required.

Article 9 Dissolution

- Section 1 This organization may be dissolved by two-third vote of the entire membership, present or voting by mail.
- Section 2 Upon such vote to dissolve the club, the management committee shall pay all the debts of the organization. All surpluses, reserves, and other assests and the liabilities remaining thereafter shall be disposed of in either of the following ways: (a) Each member shall receive the amount of his deposit or such proportion thereof as the above resource will cover, plus his pro rata share of any sum remaining after this obligation has been discharged; or (b) the surplus, reserves, and all other assests shall be transferred to a new cooperative association established for the carrying on of the cooperative recreation a ctivities provided such services as the members shall decide. In such event the members of this club shall have the option of (1) joining the new association, upon agreeing to its by-laws and subscribing for the required share capital, in which case their member deposit shall be applied thereto; or (2) withdrawing from the association, under the provision of article lll, section 2.

Meeting of the Community Activities Council

DATE: June 8, 1943

TIME: 10:00 a.m.

PLACE: C. A. Office

PRESIDED BY: A. G. Nielsen

THOSE PRESENT: Miss Silber - Hospital

Mr. P. Uyemura - "Y"

Miss Tomi Nagao & Marie - Represent the "Y"

Mr. M. Ichien - Arts and Crafts

Mr. J. Kohigashi - Sports

Mr. Y. Tanaka - Entertainment

Mr. S. Ishii - Entertainment

Mr. K. Nakamura

1. The co-chairmen elected at the last meeting did not show up so Paul Uyemura was elected general chairman.
2. It was first and seconded that the Community Activities Division be given 1/3 of the net profit. 2/3 is retained by the club.
 - a. General carnival expenses such as music sheets, stage decorations, costumes, prizes for exhibits, etc., are to come out of the 1/3 turned over to the Community Activities Department. Any money left over after the general carnival expenses have been paid will be allocated by the Community Activities Council for important leisure time activities in the community as voted upon by the Council.
 - b. Net profit means the money left over after expenses have been deducted. Allowable expenses include money spent for material, equipment and prizes. No money may be deducted for gifts or for working time.
3. The large organizations which are invited to take part in the carnival may in turn invite smaller clubs or organizations to represent them. Any financial arrangement is entirely between the large organization and the smaller organizations which the former may invite to participate.
4. Who is to be invited?
 - a. All Community Activities Departments
 - b. Y.M.C.A.
 - c. Y.W.C.A.
 - d. Hospital
 - e. Protestant Church
 - f. Buddhist Church
 - g. Catholic Church
 - h. Community Welfare Department
 - i. Education Department - (including Adult Education)
 - j. Community Enterprise - Co-op
 - k. P. T. A.
 - l. Mess ~~Division~~ Division
 - m. Public Works
 - n. Red Cross
 - o. Boy Scouts
 - p. Police Department
 - q. Fire Department
 - r. Agricultural Division

- s. Industrial Division
- t. Peace Committee
- u. Free Press
- 5. Chairmen:
 - General Chairman - Paul Uyemura
 - a. Arts & Crafts - Mr. M. Ichien
 - b. Building and Space - Mr. J. Kohigashi
 - c. General chairman of entertainment - Mrs. A. G. Nielsen
 - (1) Issei entertainment - Mr. Y. Tanaka
 - (2) Nisei entertainment - Mr. J. Sakai
 - d. Publicity Committee - Roy Takeno
 - e. Price and Concession - Mr. M. Shiosaki
 - f. Finance Committee - Tom Hatanaka
 - ~~g. Victory Garden - Mr. M. Tanaka~~
 - h. Prize Committee - Mr. H. Oshio
- 6. Each organization is to remove his own booths and materials.
- 7. Each organization that is invited is required to keep books.
- 8. Each organization will ~~take~~ take care of their own decorations, construction and expenses.
- 9. Chairmen meeting - Saturday
- 10. Meeting of Entertainment Committee - Wednesday, 1:15 p.m.
- 11. Meeting adjourned at 11:15 ~~p.m.~~ a.m.

Mr. Kohigashi

PRICE AND CONCESSION MEETING

DATE: June 14, 1943

TIME: 11:00 a.m.

PLACE: C.A. Office

PRESIDED BY: Mr. A.G. Nielsen

THOSE PRESENT: Mr. Kusaba
Mr. Kitahara
Mr. Uyeda - Co-op
Mr. Shiosaki
Mr. Ichien
Mr. Tanaka
Mr. Sakai
Mr. Ishii
Mr. Kohigashi
Mrs. Nielsen

1. Mr. Uyeda, a representative of Co-op, reported that all merchandise may be on a consignment basis. The Co-op will give 10% discount on retail goods. Whatever suitable, that is on hand, will be sold to us.
2. Co-op does not want any concessions.
3. Cigars and cigarettes can be sold but do not know just how much.
4. Donations:
 - a. They cannot make a donation without the consent of the Board of Directors.
 - b. However, they will give assistance where needed, as when different organization want to buy anything at coop, they will give merchandise on Co-op credit.
5. Weather
 - a. If weather is bad, the carnival will be postponed till the next two clear day or night.
 - b. This was voted on.
6. Mr. Shiosaki suggested that all merchandise used for the carnival be bought from Co-op and very soon.
7. Mr. Uyeda suggested to Mr. Kitahara that he should find out what games can be obtained so that the clubs can decide on the type of games they desire.
8. Mr. Nielsen suggested that since Bingo is a profit making game it should be taken over by Mr. Kohigashi because his department is badly in need of money.
 - a. It was finally decided that the Bingo profits be divided equally among the major organizations. After figuring it out, these organizations would get 2/3 of the gross profits.
9. Mr. Nielsen made Shig Ishii responsible for the tables needed for the carnival.
10. Mr. Kusaba and Mr. Kitahara are to head the Bingo Committee.
11. All organizations will receive no more than their share of the profits.

12. It was decided that all committee chairmans and representatives from the 12 organizations will receive no more than their share of the profits.
13. Carnival area will be either 10-16 or 16-17 firebreak.
14. Mr. Kohigashi should find out from the fire department whether it is alright to use brush for concession shades
15. It was suggested that Bingo take the spotlight and all the other concession be centered around it.
16. Meeting adjourned at 12:00 p.m..

MINUTES OF THE BOARD OF DIRECTORS MEETING

DATE: August 6, 1943

TIME: 10:a.m.

PLACE: G.A. Office

PRESIDED BY: A.G. Nielsen

THOSE PRESENT: Mrs. M. Nielsen

Mr. Ichien-Arts and Crafts

Mr. J. Kohigashi-Sports Department

Mr. Shig Ishii-Entertainment Department

Mr. T. Ajisaka-P.A. Technician

Mr. R. Tanimine-P.A. Technician

Mr. Y. Tanaka-Issei Entertainment

Mr. Joe Sakai-Entertainment Department

Mr. M. Shiozaki-Music Hall

Mr. M. Tanaka-Victory Garden

Mr. Tad Nakagiri-Club Coordinator

Miss. Fusako Mizutani

Mr. Joe Seko

Mr. Nori Nakai

1. The meeting was opened by Mr. Nielsen, who stated that the work of the Community Activities is never completed and that new activities should be promoted day by day.
2. Topic for discussion was the Labor Day Program. Labor Day is not to be regarded as a holiday because of the present war, but will be celebrated on Sunday.
3. It was suggested by Mr. Nielsen that we should have some special event for that day.
4. Since there are quite a few residents in this camp who own bicycles, a bicycle race was suggested as one of the main events.
5. Tad Nakagiri was appointed Chairman for the Bicycle Race and also is to organize a Bicycle Club.
6. Various other races were suggested and the Co-op will be asked to donate prizes.
7. Joe Sakai was appointed as Entertainment Chairman.
8. Fusako Mizutani was appointed as Chairman for the "Back to School Dance".
9. Roy Tanimine was appointed to find all the special Entertainment. (Such as Magicians.)
10. The location of the events was not settled, but the 16-13 Stage or the Picnic Grounds was suggested.

11. ~~The location of the events was not settled, but the 16-15 stage or the picnic grounds was suggested.~~
12. Mr. Kohigashi was appointed to take charge of the special stunts or sports.
13. Other suggestions for the celebration were--to have someone from the outside come in and talk to the residents, and to have the dramatics class present a play.
14. If any department needs money, they should call a Board of Directors meeting.
15. It was stated that a meeting should be called because the P.A. System did not receive any money for their services during the Carnival, and that should be settled as soon as possible.
16. A meeting was suggested for next Wednesday but since everybody works during that time it was agreed to hold the meeting during the evening.
17. The next meeting is slated for Thursday, August 12, at 8 p.m. in the C.A. Office.
18. Since the Carnival was such a big success a Fair was suggested by Mr. Nielsen to be held during the month of October, as the Victory gardens will be at their best for the exhibits.
19. Mr. Shiozaki said that it would be better to have the Fair around December months, but since the weather is too cold during that time for any outdoor activity, it was settled to have the Fair during the warmer months.
20. A vote was taken to determine the date of the Fair. The dates voted on were September 25 and 26 or October 2.
21. The Fair is to be held on September 25 and 26.
22. Joe Sakai proposed that the Chairman should be one of the C.A. Office Staff, rather than from another department.
23. Mr. Kohigashi was elected as General Chairman and Nori Nakai was elected as Co-chairman.
24. All the residents of Lone Pine and Independence are to be invited to attend this Fair.
25. A Prize Committee will be selected at the next meeting.
26. The meeting was adjourned at 11:15 a.m.

MINUTES OF
COMMUNITY ACTIVITIES COOPERATIVE ASSOCIATION
BOARD OF DIRECTORS MEETING

DATE: December 9, 1943

TIME: 7:00 p.m.

PLACE: 22-20

PRESIDED BY: Chairman, Mr. Higashi

THOSE PRESENT: Mr. Miyaji, Board Member

Mr. Shiosaki "

Mr. S. Miyake "

Mr. Shig Ishii "

Mr. Kaneishii "

Mr. Ichien "

Mr. Yabuki "

Mr. H. Murakami "

Mr. Yato "

Mr. Nielsen, from Community Activities

Mr. Kohigashi "

Mr. Higashi, Chairman

Mr. Ben Adachi, from Barons Club

Mr. Lanny Miyamoto, "

Mr. Nakamura, Business Manager of C.A.C.A.

1. The meeting was called to order by the Chairman, Mr. Higashi.
2. Mr. Nielsen read the minutes of the last meeting. The minutes stood approved as read.
3. The financial statement for the month of November was passed out to the Board of Directors by Mr. Nakamura. The Community Activities Cooperative Association now has a balance of \$876.73 in their treasury. The financial statement was approved by the Board of Directors.
4. Mr. Higashi stated to Mr. Nielsen that since Mr. Yabuki is an experienced Bookkeeper, Mr. Nakamura could get some advice from him and keep a bookkeeping system.
5. Ben Adachi and Lanny Miyamoto, representing the Barons, attended the meeting to find out what the Board of Directors decision was in regard to their coming Talent Show which is to be held on December 17, and 18. Mr. Kohigashi asked the Board to consider their problem first so they may go home. The purpose of the Barons sponsoring this Talent Show is to raise funds in order to buy Sports Equipment for their Club.

6. Mr. Higashi asked the Board if they would approve of this. Since the Barons are registered under the Community Activities Section it was stated that there should be no objections in their giving the show. The Board approved of the Talent Show.
7. The question came up that since the club does not pay any dues to the Cooperative Association they should not be entitled to sponsor any activity that is connected with private enterprise. It was explained by Mr. Nielsen that instead of having the clubs pay dues they are asked to pay a certain percentage of the profit they make.
8. Mr. Nielsen asked the Board who should approve of the activities, in which private enterprise is involved, that are sponsored by the various clubs or organizations. It was suggested that if the club is registered under one of the departments in the Community Activities Division, that department should have the right to approve of the activity.
9. A suggestion was made that hereafter when a club registers under any department they should pay a certain amount which is the registration fee.
10. Mr. Kohigashi asked Lanny Miyamoto, representative from the Barons Club, to find out exactly how many tickets are sold to the public for the Talent Show and also present a financial report to the Community Activities Cooperative Association before the coming event.
11. The matter of who is to decide if the organizations could put on activities or not will be brought up at the next Block Leaders meeting. If the Cooperative Association is to approve of the activities run by private individuals, they must first obtain full power to approve of this from Mrs. Adams or Mr. Merritt. Mr. Nielsen is to call Mrs. Adams and ask for an appointment with her. The following people are to see Mrs. Adams in regard to this matter: Mr. Miyake, Mr. Higashi, Mr. Kohigashi, and Mr. Ishii.
12. Mr. Murakami stated that at his recent meeting with Mrs. Adams--- a lot of small sports clubs are now being formed, but as soon as the M. A. U. is formed these small clubs would have to join the organization.
13. The question of what percentage should be charged from the Baron's profit was brought up. The matter came up that since the Barons did pay dues to the Cooperative Association it would not be fair to the clubs who pay quarterly dues. It was suggested that membership fee should be charged to all clubs who do not pay quarterly dues. Also,

it was suggested that if clubs sold tickets for their activities, they would have to report how many tickets they were selling and limit the amount.

14. A suggestion was made that the Board could ask the clubs for 10% Gross or 20% Net, on their profit, whichever is the cheapest to the clubs. Another suggestion was that the clubs pay 7½% Net, because sometimes they would not make any profit. It was decided by the Board that the Barons be charged 10% of their Gross profit.
15. Speaking for the Arts & Craft Department, Mr. Ichien stated that 4-15 would like to buy a Power Saw. He has already obtained the priority rating from Mr. Chester and is ready to purchase the saw, but since the company deals on a cash basis the Arts & Craft Department would like to have a supplementary budget for the sum of \$50.00. This budget was approved by the Board. This Power Saw will be the property of the Community Activities Cooperative Association but will be used at 4-15 since it is a wood craft shop.
16. For the Victory Garden, Mr. Miyaji stated that he would like to have a supplementary budget for the sum of about \$25.00 to buy some winter seeds and spray medicine. This budget was approved by the Board.
17. For the Music Hall, Mr. Shiosaki stated that the pianos were tuned and since the Music Hall did not know when the tuner would come they did not put it on the proposed budget for this quarter. \$15.00 is the bill for tuning the pianos and the Music Hall would like to have a supplementary budget for that amount. This budget was approved by the Board.
18. Mr. Murakami stated that since the majority of the boys work during the day the Basketball games would be played at night. For the night games the Sports Department would like to have about \$60.00 to cover the expenses for lighting equipment. This money is also to set up the Playground for members belonging only to the Community Activities Cooperative. This was approved by the Board.
19. Shig Ishii reported from the Christmas Committee. He stated that the fund would be distributed throughout the various blocks. \$5.00 is the amount to be distributed to the blocks. The Christmas Fund is \$139.47---this will not be enough to distribute among the blocks so the Board agreed to donate the additional amount needed to cover all the blocks. (\$40.53)

20. Shig Ishii brought up the financial situation of the Social Activities Department. This is in regard to the New Years Eve Dance. The Social Activities Department would like to borrow the sum of \$81.50 to cover the expenses for the dance. The Board approved of this loan.
21. Mr. Yabuki asked Mr. Nielsen if he would talk with the Sewing School teachers and ask them if the making of childrens dresses could be taught in addition to the other courses. This matter will be left up to Mr. Ichien and Mr. Nielsen.
22. Mr. Nakamura presented a copy of the letter which he sent to Mr. Tanaka asking him to present a statement of the seeds that he purchased on October 9, 1943 and also what he did with the loan of \$150.00. However, as Mr. Tanaka does not answer this letter the question was brought up as to what should be done about this matter. The Board is to claim \$150.00 in War Bonds from Mr. Tanaka. If this is not collected the Board will meet with Mr. Tanaka. However, efforts will be taken to collect this amount.
23. Mr. Kohigashi said that Mrs. Tsuda came in to see Mr. Nakamura yesterday and she stated that from the sale of flowers a certain percentage would have to be paid to the Consumers Enterprise. Mr. Kohigashi stated that since Mrs. Tsuda is under the Community Activities, the Consumer's Enterprise did not have the right to have control of setting the price and collecting a certain percentage.
24. Mr. Nielsen said that private business has never been allowed in this camp except for certain individuals, but the teachers are not supposed to have private enterprise. If the teachers do private business after working hours and do not use W. R. A. equipment it is not the business of the Community Activities, but if the teachers use W. R. A. paid personnel and equipment it is a different story. As far as the personnel goes, whatever business they do outside of their working hours is their business. Before Town Hall steps in the Board should have a investigating Committee to see that the personnel of the Community Activities is not doing private business.
25. Mr. Kohigashi announced that there would be a meeting of the Victory Garden Saturday evening, December 11 at Mess Hall #10. He asked all Board members to be present at this meeting.
26. What should be done about the Board members who don't show up at the meetings? This matter will be discussed at the next meeting of the Board of Directors.
27. The meeting was adjourned at 10:15 p.m.

Miyo Sakai

COMMUNITY ACTIVITIES CONGRESS MEETING

TOWN HALL

November 11, 1943

7:00 p.m.

A. Order of Business

1. Roll call of Congressional Representatives.
2. Explanations (Mr. Nielsen & Mr. Kohigashi).
3. Election of chairman of Congress.
4. Installation of chairman to office.
5. The presentation and discussion of the By-Laws.
6. Election of 10 Board of Directors (1 from each department and 5 at large).
7. New business

MINUTES OF MEETING

Meeting of all the Club Representatives

DATE: January 20, 1944

TIME: 6:30 p.m.

PLACE: 22-20

PRESIDED BY: Tad Nakagiri, Club Coordinator

THOSE PRESENT: Mr. J. Kohigashi, Ass't Supv. Comm. Activities
Mr. A. G. Nielsen, Supv., Comm. Activities
Mr. Shig Ishii, Director of Social Activities
Mr. T. Higashi, Chairman of Board of Directors
Mr. Ichien,
Misuko Ryono, Harborlighters
May Ichida, Y. W. C. A.
Miyoko Tachibana, Phi Chi Lambda
Maki Komai, Calico Cats
Emi Takahashi, Mademoiselles
Hiroko Nagao, P. S. K.
Alice Nakamura, Turn-Abouts
Yuri Hiraoka, Delta Y
June Amamoto, Coronets
Yuki Shiba, Funsters
Aiyo Nishi, For-Get-Me-Nots, Twixteeners
Michiko Kamachi, Gremlins
Tomi Abo, Jr. Misses
Kaz Yoshimura, Funsters
Utako Toji, Sub Debs
Shizuka Furuto, Star Dusters
Jean Nakagiri, Royalslettes
Min Oba, Surfman
Masao Minabe, Barons
Ray Kawahara, #29 Athletic Club
Akashi Tsugi, Valleyettes
Jean, Valleyettes

1. Tad opened the meeting and explained the purpose.
2. Later on the in evening it was suggested by Mr. Nielsen that we form an Inter-Club Council. Since the persons present did not want to act as official representatives in the Council, it was decided that all the clubs would elect one representative and these representatives would meet again February 1, in order to discuss the advisability of having an Inter-Club Council. At that meeting they will also decide if the clubs should have a Director or Coordinator.
3. The meeting was adjourned at 8:35 p.m.

Mr. Kohigashi

MINUTES OF THE INTER-CLUB COUNCIL

DATE: February 14, 1944

TIME: 7:00 p.m.

PLACE: Mess Hall 22

THOSE PRESENT: Mrs. Adams
Mrs. D'Ille
Miss Mary Jean Kramer
Tad Nakagiri
Mr. Kohigashi
Mrs. May Ichida
Yuri Hirooka
Joan Fukuda
Ritz Masuda
Marie Akemoto
Dorothy Yamamoto
Nellie Seno
Judy Nakao
Mitsie Takahashi

(The following was taken by Thelma Akashi).

1. The meeting was called to order by Tad Nakagiri. He introduced Mrs. Adams, Mrs. D'Ille, and Miss Kramer to those present.
2. The purpose of the meeting was to decide whether we should have an Inter-Club Council. Every club would have a representative. The problems which confront the young people would be presented at these meetings.
3. Some rules and regulations, which will apply to financial problems, could be drawn up.
4. The purpose of the Council would be to promote activities for the young people of Manzanar.
5. The development of the "Manzanar Youth Council" can be planned. This Council will consist of various clubs, with the age ranging from 16 to 20. Power is needed in the field of public relations.

(The following was taken by Lucy Aoki).

6. Mrs. D'Ille-The young people should talk to Mr. Merritt and tell him what is on their minds. It was suggested to have picnics, parties etc.
7. Yuri Hirooka-There is a poor representation of the clubs tonight.
8. Mrs. Adams-There is no doubt that we can organize the Inter-Council tonight. Maybe your ideas are different from mine.
9. Mrs. D'Ille-Explain further the subject of permits.

10. Mrs. Adams-Since there were so many requests for food for parties, Mr. Winchester thought that something should be done. I was asked to make some rules. The following are these rules:
1. No party in a mess hall will be okayed unless it had been approved by the block manager and chef, and unless arrangements had already been made to have the mess hall cleaned.
 2. Any group that belongs to one of the departments here (Y. W., churches, schools, or C. A.) would have to have the okay of the head of that department before I can okay it.
 3. Every party must have a chaperone or sponsor. This person must stay throughout the entire party. We are asking the chaperone to give a brief report of the party the next day. We have/or-asked organizations to send us a calender of all activities planned for a week. This calender will be sent to me and also to the Police Station.

These are my regulations and no one else can be put to blame for them. From now on we must organize activities that will interest all people of the community and give them a sense of belonging and a sense of respect for the community.

11. Mrs. D'Ille-How can we persuade everyone to come out to these meetings?
12. Mrs. Adams-Announce that Mr. Merritt is going to be speaker and ask the clubs to send representatives. We could make very attractive programs in which Mr. Merritt would be the principal speaker. State that he will present the general problems of the youth in Manzanar, his ideas on the future of Manzanar, the part the young people will play in getting Manzanar more organized.
13. It was decided to have the next meeting on the 28th. The Y Hall was suggested to be used for this meeting, but it was brought up that some people might think the Y is organizing this. When the Inter-Council is more organized and everyone knows what the purpose is, the Y Hall will be used for meetings. For the time being some centralized mess hall will be used.
14. Mrs. Ichida was asked to make the invitations.
15. Mrs. Ichida-I think the president of the club as well as the representative should be present at these meetings.
16. Miss Kramer is to see that publicity in the Free Press is put in.

17. Mrs. Adams-I suggest that Tad and Mr. Kohigashi get together and get the program ready.
18. Tad Nakagiri-We should have Mrs. Ichida and Yuri Hirooka make the program out since they have been appointed assistants. I am leaving for Tulelake so we should appoint a new acting chairman.
19. A vote was taken to see whether everyone was in favor of this Council. It was unanimously accepted.
20. Mrs. Ichida was unanimously elected the new acting chairman.
21. Mrs. Adams-Rules for the use of the camp public address system are now being drawn up by Mr. Kohigashi and Mr. Nielsen.
22. The question of the advisor will be discussed at the next meeting.
23. The next meeting will be held on the 28th at 6:30 p.m. in some centralized mess hall.
24. The meeting was adjourned at 8:10 p.m.

By Lucy Aoki
Stenographer

file
Notice from the Recreation Section
Office - 7-2-2

May 8, 1942

Due to the fact that four blocks form a natural unit or zone, each recreation center in this zone of four blocks has been dedicated to a certain group of activities. This arrangement will make it possible to enjoy various activities to a fuller extent, and no Manzanar citizen will be very far from anyone of the four centers that are in his zone. Every person is invited to attend any of the recreation halls regardless of the block in which he lives.

A standard set-up of the four blocks in a zone will have four types of centers as follows:

1. Boys and girls center -
This center will have nursery school in the morning, and will be open for boys and girls every afternoon and evening until 9:00 P.M.
2. An adult center -
This center is open to men and women from 9:00 A.M. until 10:00 P.M. every day throughout the week.
3. Art, craft and hobby center -
This is open to everyone and will offer facilities for painting, needlework, woodcraft, and any other hobby activity.
4. Library branch -
This center will be furnished with long tables and benches where people may read, write, or play quiet games such as (checkers, goh, etc.)

The following indicates the purpose of the recreation building in each of the blocks listed. The buildings are open everyday throughout the week except Sunday forenoon when many of them will be use for church services. (It will be noted that a few of the buildings do not follow the arrangement indicated above, however, it has been necessary to set aside two or three buildings for certain special activities.

1-15	Scout and clubs center	13-15	Adults center
2-15	Men and boys center	14-15	Art and craft center
3-15	Adults center	15-15	<u>Girls' center</u>
4-15	Art and craft center	16-15	Art and craft center
5-15	Adult center	17-15	Adults' center
6-15	Art and craft center	18-15	Art and craft center
7-15	Library branch	19-15	Boys' and girls center
8-15	Music hall	20-15	Library branch
9-15	Boys and girls center	21-15	Boys and girls center
10-15	Library branch	22-15	<u>Main library</u>
11-15	Boys and girls center	23-15	Boys and girls center
12-15	Library branch	24-15	Library branch

SPORTS MEETING

DATE: January 3, 1943
TIME: 2:00 p.m.
PLACE: C. A. Office
PRESIDED BY: A. G. Nielsen
THOSE PRESENT: H. Murakami, Director of Sports
S. Nakaji
J. Kohigashi
J. Kishi, Vice President of Golf
M. Hori, Secretary of Golf
F. Hata, President of Tennis Club
W. Tayenaka, Treasurer of Tennis Club
H. Inouye, Golf Instructor
R. Takenaka
Sakamoto, Hardball

1. Mr. Nielsen opened the meeting by saying that we need a central organization among the sports departments. He also stated that the W.R.A. has set a ceiling price on membership fees for all organizations of 35¢ a quarter with no entry fee. If any organization feels that 35¢ is not adequate, it can apply or suggest to the Community Activities Board of Directors that the fee be higher for that particular activity. If the Board recommends a higher fee for any activity, the Board should forward its recommendation in writing to the Supervisor of the Community Activities who will then advise the Board whether or not the higher fee is approved or not. He said he would like to see the sports groups form a large organization. The Sports Department should join the C.A.C.A. or form their own Athletic union. There should be a Board that coordinates all activities as overall organization is desirable from many points of view.
2. H. Murakami - "What should we do about this situation? We have to find some way to raise funds or go under the C.A.C.A. The Co-op does not want us to show picture shows."
3. H. Inouye - "We have hired two men to take care of the golf course. We need at least \$50 a month. We are willing to join the C.A.C.A."
4. H. Murakami - "Even if we do decide what we want to do here, we do not know what the C.A.C.A. thinks about it."
5. J. Kohigashi - "When we have our Board of Director's meeting, each sports group should bring in its membership and budget and show it to the Board of Directors. It is better to join the C.A.C.A. They should be able to figure out how to raise money."
6. H. Murakami - "All Sports departments should belong under the C.A.C.A. and let the C.A.C.A. handle the financial situation."

C.A.C.A. - Community Activities Cooperative Association

7. H. Inouye - "The Golf Club had planned on charging \$1 a month, and a \$15 registration fee. However, they would favor joining the C.A.C.A. and pay whatever fee the Board might decide they should pay for golf. Now we have 150 members, but about 50 of those will go to Tule Lake while half of the rest may quit during the winter. This will leave about 50 members to pay membership dues this term."
8. Finally a vote was taken and all the representatives from the various Sports departments favored unanimously joining the C.A.C.A. and become full members.
9. It was decided that it might be possible to call a Board of Directors meeting Thursday evening, January 6, 1944.
10. Meeting adjourned at 3:00 p.m.

Rose Mano
Rose Mano, Secretary

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PLACE: C. A. Office
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Rose Mano, Secretary

CHRISTMAS PROGRAM MEETING

DATE: November 12, 1943
TIME: 11:00 a.m.
PLACE: C.A. Office
PRESIDED BY: Mrs. Silber - Chairman
THOSE PRESENT: Mr. Nielsen
Mr. Pool
Mr. Fox
Dr. Strong
Mrs. Batavia

1. Christmas tree distribution:

a. High School (Study Hall).....	1
b. Nursery Schools.....	7
c. Kindergarten.....	5
d. Elementary rooms.....	28
e. Mess Halls.....	37
f. Churches.....	3
g. Recreation halls.....	8
h. Hospital.....	8 or 9
i. Childrens' Village.....	6
j. Administration Building.....	1
k. Y. W. C. A.....	2
l. Y. M. C. A.....	2
m. Library.....	1

2. Assignments:

- a. Mr. Nielsen - Find out whether some of the Christmas fund of the C.A. Cooperative Association could be used for decoration of Christmas trees. Get the caroling groups organized. Find out what C.A. is planning in the way of Concerts, etc.
- b. Mr. Poole - Find out about the Christmas tree situation.
- c. Mrs. Batavia - Find out about the gifts. How, when and to whom they are going to be distributed to.
- d. Mr. Fox - Find out what form of entertainment the school is planning in the way of choir, plays, etc.

3. Suggestions:

- a. Economics class could make Santa Claus figures out of odds and ends.
- b. Mr. Haberle's department could make stockings and Mr. Winchester might furnish goodies to put into them.
- c. Have Christmas week - Different events everyday for a week.

4. Ask the block managers for suggestions and ideas.
5. Next meeting ^{scheduled} ~~planned~~ for Wednesday, November 17, 10:30 a.m.,
in the C. A. office.
6. Meeting adjourned at 12:00.a.m.

/rm

CHRISTMAS PROGRAM MEETING

DATE: November 19, 1943
TIME: 10:30 a.m.
PLACE: C. A. Office
PRESIDED BY: Mrs. Silber, Chairman
THOSE PRESENT: Mr. A. G. Nielsen
Mr. L. Poole
Mr. Fox
Dr. Strong
✓ Mrs. Batavia
Mr. J. Kohigashi
Mr. Nakamura
Mr. S. Ishii

1. It is possible to obtain christmas trees for the organizations who wish to have them. Proposed that we get a total of 125 trees and distribute them to the organizations listed below:

a. High School (Study Hall.....	1
b. Nursery Schools.....	7
c. Kindergarten.....	5
d. Elementary rooms.....	28
e. Mess Halls.....	37
f. Churches.....	3 - ?
g. Recreation halls.....	8
h. Hospital.....	8 or 9
i. Childrens' Village.....	6
j. Administration Building.....	1
k. Y. W. C. A.....	2
l. Y. M. C. A.....	2
m. Library.....	1

12 Catholic
3 Protestant
notified
Mr. Poole

2. Gifts have arrived for all children up through High School. See block managers and ask them how the gifts should be distributed.

a. High School - 930 children	7-12 grade
b. Lower School - 800 "	1-6 grade
c. Pre-school - 450 "	2½ - 6 yrs. old
d. Infants - 465 "	Birth to 2½ yrs. old
e. Household - 2,130	

3. Program

- a. Caroling - All individuals and organizations are invited to participate.
1. High School students
 2. Various church groups
 3. People at large
 4. Elementary children could go caroling in the daytime.
 5. Plan to have 2 nights of caroling - November 23 & 24

Dec.

- b. Plan to have 2 community musical programs furnished by the school in Mess Hall #2 - November 22 & 23.
4. Mr. Nielsen was unanimously elected chairman since Mrs. Silber is leaving this camp for good.
 5. C. A. Cooperative Association has \$139.47 which will be spent on christmas activities in some way by a committee of three: Shig Ishii, J. Kohigashi, Nakamura *(to be divided to blocks)*
 6. Another meeting scheduled for Tuesday, November 23, at 10:30 a.m.
 7. Meeting adjourned at 12:00 a.m. *Postponed*

RM

MINUTES OF THE CHRISTMAS GIFT COMMITTEE
Y.W.C.A. 12-9-43 at 7 P.M.

Decisions and recommendations of the committee are as follows:

1. Block Managers be requested to complete a list of children in each block from babyhood to High School seniors. Age and sex included.
2. Recommended gifts be distributed at block parties on Christmas Eve.
3. Following procedure recommended:
 - a. List be made of name and address of sender.
 - b. Upon opening packages another list be prepared of sender's name and address together with contents of package.
 - c. As soon as possible after arrival, a letter of recognition and gratitude be sent to giver.
 - d. Upon opening packages, gifts be distributed according to age and sex.
 - e. Thereupon, when gifts are wrapped they are placed in containers representing each block. Above each container the block manager's list shall be pasted. On each gift a tag shall be attached indicating age and sex.
 - f. All wrapping and sorting must be finished by the evening of December 22.
 - g. A working schedule be prepared for volunteer workers preferably within the Committee.
 - h. Prepared gifts shall be distributed to block offices where managers shall recheck on December 23. Reopening of gifts shall be discouraged and a fair means of giving gifts encouraged.
 - i. If there should be an insufficient number of gifts by Christmas, the younger children shall be favored.
 - j. After Christmas a follow-up form letter shall be sent to givers.

MINUTES OF THE CHRISTMAS MEETING

DATE: December 11, 1943

TIME: 10:00 a.m.

PLACE: Community Activities Office

THOSE PRESENT: Mr. A. G. Nielsen

Mr. R. Fox

Mr. Yuge

Mrs. Batavia

Mr. Bovenkerk

Dr. Strong

Miss Gavagin

Mr. Sakata

1. OPENING OF THE MEETING.

The meeting was opened by Mr. Nielsen.

He stated that some of the members are new and were appointed by Mr. Anzai on the request of Mrs. Adams.

Mr. Nielsen went over the minutes of the last meeting. He requested that each committee make a report of what has been done.

2. DISTRIBUTION OF GIFTS.

Mr. Bovenkerk made his report on the Christmas gifts. He stated that we have about 200 packages of gifts, probably four or five gifts to a package, and that the total is about 800 to 1000 gifts. He thinks there are about 50 or 60 more at the post office. Last year four to five thousand gifts were received from churches and organizations. The Records Office reported that there are 2,695 children from birth to high school age. He read the report from the Gift Committee as follows:

The committee consists of twenty people representing Town Hall, the three churches, Red Cross, P. T. A., Y. M., Y. W., Hospital, and Childrens Village. At the committee meeting, the following procedure was agreed upon:

The block managers were asked to give a list of the name, age, and sex of each child in the block by next Monday, December 13. It was recommended that gifts be distributed to the children on Christmas eve at the mess hall parties. What the block managers decided is not known as yet. As far as the committee is concerned, the following procedure will be used:

- (1) Make a list of the names and addresses of the children.
- (2) Upon opening the package, the name and address of the senders will be revealed.
- (3) As soon as possible, a letter of recommendation and gratitude will be sent to the giver.
- (4) Upon the opening of packages, gifts will be distributed in bins according to age and sex.
(Miss Schauland gave a scientific category of what kind of gifts should be given to what age and sex.)

- (5) When gifts are wrapped, they will be placed in containers representing each block. There will be 34 for the blocks, 1 for the Hospital, and 1 for the Childrens Village. Above the containers will be a list of the children who are to receive gifts, and the block managers are to check the names off with their own list to see that every child received a gift. A tag is to be placed on each wrapped gift indicating what age, sex, etc. the child should be to receive the gift.
- (7) All wrapping and sorting must be finished by December 22, which gives the committee nine working days.
- (8) Workers shall be voluntary, preferably members of the committee.

Mr. Bovenkerk--Prepared gifts shall be distributed to the block managers on the 23rd. If any block manager finds he is short, he will be given extras. No gift will be reopened after it is given to the block manager as it was felt there was favoritism last year in the distribution of gifts. If there are extra gifts, the younger children will be favored. Judging by last year's experience, many gifts will probably come after Christmas. Sub-committees are being appointed and these people are to take charge. It should be made clear that some of these are decisions and some are recommendations. The committee recognizes the fact that they have no power to make definite decisions in certain fields. Suggested that the gifts be sent to the block managers on the 23rd and have them distribute them.

3. FUNCTIONS CHRISTMAS EVE.

It was asked if this committee plans to have a Christmas party uniformly in each block. It was decided that they haven't decided to go into any detailed form as it is up to each block, school, etc.

Mr. Yuge--There might be a big show and the blocks don't want to interfere with it.

Mr. Nielsen--The only function planned for the evening at the present time is caroling. There are many groups who are willing to tour the camp and sing.

It was brought up that the Y. W. was planning on having open house for the carolers.

Mr. Bovenkerk--The religious organizations have very carefully planned not to have anything on December 24th, as they don't want to compete with any block parties. No church services have been planned for that date either, but it was stated that the Catholic Church might have an early mass meeting.

Mrs. Batavia--One of the Catholic Sisters announced that they were planning a mass on Christmas eve.

4. DISTRIBUTION OF GIFTS.

Mr. Yuge--I want to make it clear that in Mr. Sakata's report yesterday, children under 18 or up to the 19th birthday are on the list to receive gifts. However, it is not guaranteed that they will all receive gifts but their names are to be turned in anyway.

Mrs. Batavia--A request from the Home Missions Council, which controls the giving of gifts, had come in stating that every person in high school up to high school seniors are to receive gifts.

Mr. Fox--The 19th birthday is the right limit.

Mr. Nielsen--Is the distribution of the gifts satisfactory the way the committee has planned it?

Mrs. Batavia--Do the block managers approve of this type of distribution?

Mr. Yuge--In my opinion, it is the fairest way. Last year three year olds got seven year olds toys.

Mrs. Batavia--Are they planning to have a party or are the gifts just to be distributed at the Mess Halls?

Mr. Yuge--Every block is planning a party for the children, in the mess halls.

Mr. Bovenkerk--We shouldn't be too critical of last year's committee because it was difficult as they had little cooperation.

Mr. Yuge offered his services to wrap gifts.

Mr. Nielsen took a vote on the leaving of the distribution of gifts to Mr. Bovenkerk. It was unanimously decided to do so.

5. CAROLING.

Mr. Nielsen--What caroling is being planned by each of the respective groups represented.

Dr. Strong--The Adult Education is not planning any caroling.
church

Mrs. Batavia--Don't know what church/groups are planning to go caroling.

Mr. Bovenkerk--Two church groups are practicing, the Protestant and the Catholic. Don't think the Catholic group is going to tour the camp and sing. The Protestant group has been practicing for two months and plans to go out and sing.

It was asked if there is a person in charge of caroling.

Mr. Nielsen--Each division has charge of its own caroling.

5. CAROLING, cont'd.

Dr. Strong--In Amache last year they had four groups and one group started from each corner of the camp and worked to the center.

It was stated that last year at Manzanar, everyone started from the Hospital and worked down to Block 1 and sang for the soldiers.

Mrs. Batavia--Wasn't there some suggestion made before that the carolers come through a central channel and assign them to different sections so there would be some definite system.

Miss Gavagin--The Hospital hasn't organized any groups yet. Miss Hawes is expecting some carolers to come into the Hospital and sing through the halls.

Mr. Fox--The elementary schools are planning to carol in the day time. The high school group is planning to go out on Wednesday night.

Mr. Nielsen--The high school group will be the only group out on Wednesday night.

Mr. Fox--We should make sure that every place is covered at some time or other.

The Music Hall is sponsoring a group and are inviting those who wish to join.

So far there are four adult groups who are planning to go caroling.

Mr. Nielsen--Are there any blocks planning to carol?

Mr. Yuge--There haven't been any reports as yet.

Mr. Nielsen--Is the high school group planning any route?

7 Mr. Fox--They haven't planned any, but they want to fit in where the program requires.

Dr. Strong--Are the carolers planning to walk.

Mr. Nielsen--So far, they are planning to.

Dr. Strong--If we had one good caroling group in trucks, we could cover alot of the community.

Mrs. Batavia--A line of travel should be worked out first.

Mrs.

5. CAROLING cont'd.

Miss Gavagin--What time is the caroling to begin?

Mr. Nielsen--Right after supper.

Dr. Strong--If the carolers went on trucks and had places to be covered assigned to them, it would be much simpler.

Mr. Bovenkerk--Certain places such as the Hospital, Children's Village, and Block 1 should definitely be covered.

Mr. Nielsen--Are there any groups that would like to go out caroling more than one night?

Mr. Bovenkerk--There are too many other functions going on.

Mr. Nielsen--What does the committee think would be satisfactory--to have three groups go three different nights and go a second night if they wanted to or some other way.

Mr. Bovenkerk--It would be very nice to make it very definitely Christmas eve, and the other nights voluntary.

Mr. Fox--Suggested that the carolers cover four blocks at one time.

Dr. Strong--Suggested stopping at the Children's Village, Hospital and sing at four blocks at a time, as Mr. Fox suggested.

Mr. Nielsen--Since four blocks come in natural units, it could be worked out that way.

Mr. Fox--Suggested that a schedule be made out.

Mr. Nielsen--We can't count on the Catholic group.

Mr. Bovenkerk--Suggested that we give an invitation to them but we can not assure them of the trucks.

Dr. Strong--Moved that we work up a schedule that would enable the high school groups to sing at the Hospital, Children's Village, and the Administration section and through the center in a four block unit's basis until the whole camp is covered on Wednesday night.

If two trucks are available, it was suggested to invite the Christian groups to do the same thing on Thursday night.

Mr. Fox--It will take too long to cover the whole camp even if the carolers go on trucks, as they will have to make so many stops and they will want to get off the trucks to sing.

Dr. Strong--Suggested that the high school groups be divided into two groups.

5. GAROLING cont'd.

Mr. Nielsen--A motion was before the committee that the high school group sing on Wednesday night and that a schedule be made starting at the Hospital, and the other three groups sing on Friday night and make a schedule for them and provide trucks.

Mr. Fox seconded the motion. It was unanimously accepted.

It was suggested that the group start at the Hospital and go to the Children's Village, and from there to the Administration and around the nine other stops.

Miss Gavagin--Dr. Little requested that all carolers come to the Hospital as early as possible so the patients can sleep.

Mr. Nielsan--They will start not earlier than 5:30.

Miss Gavagin--6:30 would be fine.

Mr. Nielsen--Suggested that the group start at 6:30 and go first to the Hospital. The second stop would be the Children's Village.

Mr. Bovenkerk--Suggested that the Hospital and Children's Village be taken in together.

Mr. Nielsen--The singing could be heard if the carolers stood at the corner of the Hospital and Children's Village.

Mr. Bovenkerk--Suggested that two distinct groups be made.

Two groups were made--Group A and Group B.

The route for Group A is to be as follows:

1. Start at Hospital.
2. Go to Blocks 18-24-23-17.
3. " " " 5-6-11-12.
4. " " " 9-10-3-4.
5. " " " 2-8. and
6. " " Administration/to the Caucasian's quarters.

The route for Group B is to be as follows:

1. Start at Children's Village.
2. Go to Blocks 29-34.
3. " " " 27-28-32-33.
4. " " " 25-26-30-31.
5. " " " 35-36.
6. " " " 13-14-19-20.
7. " " " 15-16-21-22.

It was decided to give Section 18-24-23-17 to Group B.

Mr. Bovenkerk--Moved that this schedule be adopted and be given to the high school group.

5. CAROLING cont'd.

It was unanimously agreed upon.

Mrs. Nielsen--The Girl Scouts wish to carol in the day time.

Mr. Bovenkerk--There should be one person to which these groups could report.

Mr. Bovenkerk moved that the chairman appoint someone to be responsible to arrange a schedule of carolers on Friday and that groups work with him in the following pattern that was just set.

Dr. Strong seconded this motion.

It was unanimously agreed upon.

Mr. Nielsen was suggested by Mr. Bovenkerk to be the chairman of this.

Mr. Yoshiteru Murakami is the representative from the Protestant group.

6. ENTERTAINMENT.

Mr. Nielsen--Will each member make a report on what his section is planning for entertainment.

Dr. Strong--Two parties are being planned early so that they will not conflict with any other party. An Adult English class party is being planned for the 18th. A party for the entire staff is being planned for the 15th of January.

Mrs. Batavia--Nothing has been planned so far.

Mr. Bovenkerk--Three Christmas entertainments are being planned for Christmas day, morning, noon, and evening at 15-15. The Wisemen and Junior Matrons are planning a party but the date is not definite. They have the 21st in mind but it will probably be in January. The Church entertainment for the adults and young people is to be held at 15-15. For children it is to be held at 30-15.

Mrs. Batavia--Catholic groups not planning anything as yet. The Buddhist group is not planning anything either.

Miss Gavagin--A Christmas party is being planned for the entire personnel. The date is indefinite but the committee is working on it now.

Mr. Fox--A musical program is being planned by the high school on the 19th and 20th in Mess 2. It is being planned to distribute two sets of tickets to the block managers. The color of the tickets will be different for each block. I don't know whether this is the best thing to do or not. We anticipate

6. ENTERTAINMENT cont'd.

that more people will desire to come than we can seat. We are thinking of giving parents priority on the tickets since their children are going to school and they will naturally be more interested in school activities. Regulations from the Fire Department will have to be confirmed. We feel that we can seat 600 on benches. Any suggestions?

Mr. Yuge--Have the night checker or block manager ask the residents to apply for tickets, and give the tickets out according to the number they request.

Mr. Bovenkerk--Population basis better. Block 2 would be an exception since there aren't any fathers and mothers. Are there more high school students in certain blocks?

Mr. Yuge--Yes. For instance, in Block 15 there are mostly older people and few children. Blocks 7 and 8 had ^{most} the children when we first came here. It can't be averaged up.

Mrs. Fox--It should be on the basis of requests or proportion of demands. It is up to the block managers to handle the requests.

Mr. Nielsen--Community Activities is sponsoring a semi-formal New Year's Dance. The Coronets are putting on a formal dance. Mess 2 is being used on New Years.

7. TERM OF THE COMMITTEE.

Mr. Bovenkerk--Does this committee automatically dissolve after Christmas? We will undoubtedly be receiving gifts after Christmas and we would like to have advice in case we strike a snag.

Mr. Fox--Wasn't this committee supposed to carry plans through to Christmas and extend till after Christmas and finish all business thoroughly?

Mr. Nielsen--Any good committee should finish their duties to the very end.

8. DISTRIBUTION OF CHRISTMAS TREES.

Mr. Nielsen--Lee Poole got the Christmas trees.

Dr. Strong--Since Lee Poole isn't here, I will make the report for him. A request was made to Forest Large in Bishop for 125 Christmas trees, but permission was given to get 160. The group went on Saturday morning on two trucks and went to Mammoth Lake, arrived at 5:00 p.m. and got the 160 trees. They got back at 9:00 p.m. The boys took the list and distributed the trees. The few trees that were left over were placed in a warehouse for further request. The trees distributed varied from little table trees to eight footers.

Mr. Nielsen--Is everyone satisfied with the distribution of the trees?
?

8. DISTRIBUTION OF CHRISTMAS TREES cont'd.

Mrs. Batavia--Are they all distributed now?

Dr. Strong--According to the last report there are five more in the warehouse.

Miss Gavagin--Miss Hawes asked if Dr. Little could have one for his home.

Dr. Strong--Can't grant individual requests. If enough people wanted extras and trucks were available, we could get some more, with a permit from the forestry.

Mr. Nielsen--Does any department feel an injustice in the distribution of the trees?

Miss Gavagin--Hospital okay.

Shig Ishii--The extra trees were given away--three to the Police Station and to the M.P.'s.

Mr. Yuge--The tree that was distributed to Block 15 was broken.

Mr. Nielsen--Was it in that condition when you received it?

Mr. Yuge--Yes.

Dr. Strong--They were all packed very carefully to see that they wouldn't break.

Shig Ishii--All the trees were in good condition when they were delivered. The chief of each kitchen came out and picked the one he wanted.

Mr. Nielsen--The bottom could be sawed off.

Mr. Yuge--Yes. But the children feel slighted.

Mrs. Batavia--There is a large one in the Administration Building to be placed in the hallway. Maybe Mr. Yuge could exchange with them since a small one would look better in the hallway.

Mr. Nielsen--See Lee Poole.

Dr. Strong--When we cut the trees, we picked them out with conservation interest in mind.

Mr. Sakata--Blocks 2 and 36 did not receive a tree.

Shig Ishii--Block 2 has a tree. Mr. Greenlee decorated it and used it at a school party. It will be given back to Block 2. Block 36 does not have a stove in the mess hall; therefore, they do not have a tree since it is too cold.

8. DISTRIBUTION OF CHRISTMAS TREES cont'd

Mr. Bovenkerk--It could be left in 36-15. We could take the one in 29-15 and give it to 36. 27-15 also has a tree.

Mr. Nielsen--We would like to leave the tree in 27-15 because shurches and other organizations use that hall.

9. CANDY SITUATION

Mrs. Batavia--Last year candy was received from the Junior Red Cross and the sewing projects made bags for them. We probably can't get them this year.

Mr. Bovenkerk--Is the Mess Division planning to give something in small containers to each child?

Mr. Nielsen--Mr. Winchester is being asked to cut down on supplies and he has been requested to give everything available to the kitchens and have it served at the table.

Mr. Bovenkerk--Since candy is not available, it has been suggested that each kitchen make candy with the sugar they have on hand.

Mr. Nielsen--It is up to each kitchen chief to use his supplies in the way he wished. If any member of the committee feels that another meeting should be called, we will have another one. A post- Christmas meeting will be called.

The meeting was adjourned at 11:00 a.m.

Lucy Aoki
Secretary

To: Mrs. D'Ille

cap of Constitution

SUMMARIES OF THE ACTIONS OF THE
CO-ORDINATING YOUTH COUNCIL

(Mrs. Adams at 6:30 demonstrated that she could play ping pong as well as Mr. Winchester.)

The group met at 6:30 at Iron Room 22-16, Tuesday, March 7, 1944.

Mrs. Adams requested that Mr. Fox review the constitution and it was adopted as designed by the Constitution Committee.

It was decided that the second Monday of each month would be the regular time for the council to meet and 22-16 would be a suitable centrally located place.

The representatives of all the groups and departments connected with the youth work who attended the council introduced themselves.

At Mrs. Adams request Mr. Winchester opened the discussion about having Reserved Family Tables at the mess halls. Additional supplies of tableware and a less crowded condition in the mess halls now make this possible. He added, however, that it was still necessary to serve cafeteria style. Labor shortage and other financial considerations make this necessary. There is less wastage of food when people eat cafeteria style. There was a long discussion about the whole problem of family eating which ran at least one hour. It was unanimously agreed that a recommendation be made to Mr. Merritt and the Town Hall that no child shall be permitted to enter any mess hall without the accompaniment of an adult. It was felt that this ruling would prevent the child from eating in any mess hall, and it would make the parents feel a greater responsibility for their children.

Mrs. Adams reported that the budget for Household Aides had been cut, and now a system for the care of children, whose parents were temporarily incapacitated is being established at the hospital. Provisions is to be made for two groups: a 1 to 3 year old group, and 3 to 7 year old. Adequate facilities will be provided and trained personnel would be set aside. The Welfare Department will have the responsibility for indicating which child should receive such special care.

Mrs. Adams made a report on the newly-organized United Service Organization at Manzanar.

Mrs. Adams mentioned that Americanization classes will be organized for those with deferred Leave Clearances.

Mr. Simpson, Chairman of the Leave Clearance Hearings Committee made the following recommendations for these classes:

- A. They are to be held in the center of the camp.
- B. There will be a musical element in each program.
- C. The following eight topics will be discussed by panels once a week for eight weeks.
 1. Reasons for which immigration groups had come to America.
 2. What does America stand for?
 3. What constitutes American citizenship?
 4. Typical American problems: Employment, Security, Rural etc.
 5. Problems peculiar to the Japanese-Americans.
 6. Adjustments already made by the Japanese-Americans.
 7. The future of evacuees: opportunities and handicaps.
 8. America at war.

(Suggestions were made that the Adult Education classes be held in the center of the camp, and that classes in Social Living were quite necessary.)

Dr. Opler reported some of his findings concerning youth life in Manzanar. The major part of the population of Manzanar is still youth and not adults. Manzanar youth faces the same war repercussions that the outside youth does.

Example: Zoot Suiters came out at Manzanar very soon after they came out at Los Angeles. The draft will bring the same social phenomena at Manzanar as it has brought in any war community.

There is a contrast in youth behavior depending on background. The Nisei from Los Angeles and Southern California have an abundance of clubs. The Nisei from Central California and rural areas have very few clubs, and tend to be outside of the organized social life of Manzanar. Club life here is the outlet for pent-up feeling which is quite normal for a confined life like this, but which tends to give them a reputation of being rowdy. One of the basic youth problems is to provide organizations open to the youth at large. Parents who have been disturbed by facing an entirely new situation upon evacuation tend to express that disturbed condition by being over-anxious for their children. Children are apt to take unconscious expressions of parents and act upon them. On an unguarded moment a parent may express disgust with life in America not intending that the statement should be a sober thoughtful expression of opinion. But a child hearing this may assume the parent's statement for a fact and reveal it at Leave Clearance Hearings and other such public occasions.

There is a lack of knowledge among the evacuees of American customs and congruities.

Example: At a recent Doll Festival program both Japanese parents and children had an assured knowledge of Japanese customs, songs etc., but when the American side of the program was presented there was no self assurance and very obvious incongruities in the program.

With the end of Doctor Opler's report the meeting was adjourned and Mrs. Adams served doughnuts and cider, and Mr. Nielson showed some of the moving pictures taken at the laying of the corner-stone of the auditorium.

H. B. Bovenbergh

Lab II 14

MINUTES OF YOUTH COUNCIL MEETING

DATE: September 15, 1944
TIME: 3:00 pm
PLACE: Town Hall Lawn
PRESIDED BY: Mr. A. G. Nielsen
THOSE PRESENT: Jun Aramaki
Mary Kageyama
Chickie Hiraoka
Joe Kishi
Shig Ishii
Joe Sakai
Suehiko Hashimoto
Jyotaro Kohigashi
Michiko Kataoka
Ken Takahashi
Victor Takemoto
Barbara Dougherty
Mas Nakazawa
Henry Tanaka, visitor

1. Introduction - Mr. Nielsen explained that he would like to have the Youth Council help decide whether or not we should have an outdoor festival before winter sets in. If the members present were in favor of such an outdoor event, he also would like to have them help decide what kind of an event it should be, what type of entertainment we should have and on what basis concessions should be given to the clubs.
2. Suggested entertainment - The following types of entertainment were suggested: Baby show, kimono show, costume contest, whisker contest, and big raffle.
3. Use of profit - Everyone seem to agree that the use of the profit should be decided upon in advance. It was suggested that the money raised might be used for one of the following: Christmas fund, gymnasium equipment for new auditorium, playground facilities and equipment, scholarships and aid for needy families. After some discussion, it was decided to let the public decide what the money should be used for. This will be done by sending ballots to the various blocks and ask the block manager to have their block people vote upon the use of the proceeds.
4. The members present were polled to see if they favored sponsoring an outdoor event and if they were willing to help support it. Everyone voted yes.
5. Concession contracts - It was suggested and decided that before contracts are issued, representatives from the clubs who are to participate be called in and the rules and regulations be explained fully to them.
6. The date of the festival was tentatively set for Saturday and Sunday, October 14 and 15.

7. Election of Chairman - Joe Kishi was elected General Chairman of the fiesta.
8. The meeting was turned over to Mr. Kishi, the General Chairman. The Chairman called for suggestions on the number of committees needed. He then made the following committee appointments:

Publicity: Chairman, Jun Aramaki
Nob Sawamura
Michiko Kataoka

Concession: Chairman, Matsusaburo Shiosaki
Mary Kageyama
Chickie Hiraoka

Building & Space: Chairman, Shig Ishii
Ken Takahashi
Victor Takemoto
Mas Nakazawa

Transportation: Chairman, Suehiko Hashimoto
Shig Ishii
Joe Sakai

Public Address System: Chairman, Joe Sakai

Finance: Chairman,
Jun Aramaki

Price: Chairman, Barbara Dougherty
Chickie Hiraoka

Sanitation: Chairman, Fudge Fujimoto

Entertainment: Chairman, A. G. Nielsen
2 piano
solos (voice, instrument)
magicians
Chorus
Baby Show - Ichien, Masaki, *May Ichida*
Music - Kadona, Shinta
Japanese Shibai - Tanaka, Y.
Japanese Dancing - Tanaka, Y.
High School Show - Frizzell, Louie

CACA Keeno: Chairman, Jyotaro Kohigashi

9. It was decided to hold another meeting soon at which the following points will be decided:
 1. The name of the festival.
 2. The amount of money which the clubs will be allowed to retain.
 3. The working out of concession contracts.
 4. And others.
10. Meeting adjourned at 5:00 pm.

Secretary

file - Youth Council

January 29, 1945

TO: Chairman
Manzanar Youth Council
c/o Miss Barbara Dougherty, Adviser

It has come to our attention that some of the younger people in the center feel that there is a need for a sixth department in the CACA. This department, we understand, would represent the young people and might be called, "Club Activities Department" or "Youth Activities Department."

To install another department in the organizational set-up of the CACA would require the approval of the Congress which we expect will meet within a few days. Personally, I think that it would be well to have the young people represented in the CACA but as indicated above the final approval rests with the CACA Congress. So I suggest that you, in accordance with the by-laws of the CACA, send your request immediately to the Chairman of the CACA who will present your request at the next Congress meeting which will be very soon. I would suggest that you in your petition state the conditions under which you would like to be accepted into the organization. You probably know that all adult members now pay 35¢ for three months while children and high school students pay 20¢. This of course would be too much for individual club members to pay and it might be proposed that each club pay a small registration fee every three months. Probably the club membership department should not include children. However, it would be up to you what you want to include in your petition and proposals.

If you are accepted into the CACA you will probably be entitled to elect Congress members in a manner similar to the one practiced in our organization. This is done as follows. (Quoted from the by-laws):

"The Congress of the CACA shall consist of delegates elected by dues-paying members of activity clubs, groups, or organizations. Each such club, group, or organization shall be entitled to elect one delegate to the Congress for every 40 paid-up CACA members. One additional delegate may be elected for any major fraction of forty members. Each such club, group, or organization shall be entitled to at least one delegate to the Congress."

For your information the above Congress members elect ten members to the Board of Directors as follows. (Quoted from the by-laws):

- "(1) To elect ten members to the Board of Directors in the following manner:
 - (a) All the Congress members from each of the five CA departments shall elect one from their member-

ship as a Board member (e.g., the Congress members representing the Arts and Crafts organizations shall elect one director, the Congress members from the Music Department one, etc.).

- (b) After the Congress delegates from each department have elected five Directors, each one of whom represents a department, the Congress as a whole shall nominate and elect five members at large to the Board of Directors from among the CACA membership."

In addition to the ten elected Board of Directors, the five department heads are automatically members of the Board of Directors. If you are accepted as a department, it is my understanding that Mr. Nielsen will allow you one department head who automatically will be a member of the Board of Directors. In addition, your group will be allowed to elect one to the Board of Directors. Further your Congress delegates will have the opportunity to help elect the five Board of Director members who are elected by the Congress delegates at large.

In order that we may know whether or not to take action on this, may we hear from you sometime this week.

Frank Yasuda, Chairman,
CACA Board of Directors