

Bennington College
September 17, 1940

MEETING OF HOUSE SECRETARIES, SEPTEMBER 17th, 1940

The house Secretaries met in the committee dining room on Tuesday, September 17th. Present were: Lydia Schoepperle, chairman; Mary Berna; Helen Levine; Edith Stevens; Friscilla Sherman; Theodora Boothby; Frances Berna; Dorothy Ayres; Lucile Bloch; Virginia Leigh; Vivian Lescher; Audrey Schwenk; Lila Larson, and Marilyn Baker for Ann Wickes.

At 1:30 the E. P. C. Subcommitteesmembers and members of the Recreation Council came in to hear a report on the new organization of the Guiding Service.

Duties of House Secretaries

Lydia Schoepperle, chairman, brought the meeting to order and explained that in the future meetings of house Secretaries will be scheduled only when there are special questions to discuss. The chairman also introduced herself as the "liaison" between the Secretaries and the Community Council. There followed an enumeration of the duties of the house Secretary, which are:

- 1) to attend to the property problem in her house, (Forms are provided to be filled out and given to Mr. Tschorn in the case of damaged property.)
- 2) to act as a Student Guide for visitors,
- 3) to substitute for the House Chairman in case of her absence,
- 4) to assist the Student Fire Chief,
- 5) to take minutes on house meetings, collect agendas and other documents pertaining to those meetings,
- 6) to take charge of morning check-up in her house. (4 and 5 are effective according to the discretion of the House Chairman.)

Property Problem

The chairman went on to describe the operation of the Property Committee last year, and stated the reasons for its organization as follows:

- 1) In past years, certain prospective students have received a poor impression of the campus because of its disorder.
- 2) Much campus property suffered damage through careless handling.
- 3) Students had fallen into increasingly careless habits in the treatment of college property.

The following methods of approach to the matter were used last year:

- 1) The House Chairmen discussed the problem in house meetings to discover the feeling of the student body on the subject.
- 2) Information so gained was checked by Mrs. Michaels and the staff, and it was found that the students did not realize the greatness of the problem.

The course of action in solving the property question this year has included a) the organization of the Secretary Council, b) revision of the Chairman's Handbook to include property regulations, and c) the encouragement

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of cooperation between the Secretary and the House Chairman.

At the conclusion of the discussion, Mary Borna stressed the point that the whole care of college property now rests in the hands of the Secretary Council, and they are responsible to the community.

Posters

It was suggested that posters be made to show the students the percentage of waste which goes on during the college year of such things as electricity, milk, water and heat. Helen Levine, Vivian Lescher and Audrey Schwenk volunteered to find material and arrange for the mimeographing and distribution of such a record.

Guiding

The discussion of the new Guiding system was opened with the reading by Margaret Dudley of a report on the organization. (See page 12) In conclusion, the necessity of lining up schedules was emphasized, and accordingly each person present filled out a copy of her program. (For Instructions concerning Guiding, see page 23).

Respectfully submitted,

Joan Strong, secretary