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June 25, 1956

MEMORANDUM

To: Frederick H. Burkhardt

From: Stanley R. Pike, Jr. SRP

Re: Art Division expenditures

The Art Division will overspend its budget for this year by about $200. About $350 has been spent for repairing the kiln and putting up "hookboard" in the Commons art gallery. Over $150 has been spent on the slide collection. These expenses are not out of line with the total allocation for the year, and the costs of repairing the kiln and fixing up the art gallery are not directly controllable by the art faculty. It seems to me, however, that some success in keeping to their budget might be attained if the faculty realized that $400-$500 has to be spent every year for the repair and replacement of its facilities and equipment and that the department members would have to limit their buying of regular supplies and materials accordingly. This may mean a reduction in the inventory of supplies normally on hand for Ceramics, Graphic Arts, and Painting, but some careful planning in ordering supplies would make this possible.

The cost of art exhibits has been high this year. Although this cost is not charged against the art budget, the art faculty should be aware of this expense. To date over $500 has been spent, almost all of which has gone for insurance on the exhibits and transportation expense. The recent Schawinsky exhibit alone cost $150.

Since the expense of exhibits is charged to the budget for general meetings (concerts, lectures, and exhibits), the general meetings committee might help control this expense by allocating a specific sum annually for exhibits and requesting the art faculty to stay within this amount. I do not think most of the artists realize how expensive a borrowed exhibit can be.

Looked with Mrs. Moseley on 9/11/56 - She will keep this in mind & get monthly reports on how things stand.