

March 10, 1941

In our meeting February 25, 1941, we discussed what we feel to be a necessary change in the editorial board. We are suggesting that the new Board be organized as follows: Editor, two assistant editors (or literary advisors), managing editor, two reporters, art editor and two assistants, and a secretary. The Board will function as follows: the Editor consolidates the entire board in one working unit; the literary editors or advisors guide in selection of material and work with the editor on criticism of material; the managing editor (which is a new position) attends to collection of material, any campus publicity (which will be infrequent), distribution, and the budget; two reporters working with her will aid in collecting material and contacting faculty members; the art editor plans layout and attends to all printing details, and will be assisted by two members of her own choosing; the secretary attends to correspondence, minutes, and any mailing lists.

The reason for these slight changes in the organization of the Board is to divide the types of work to be accomplished. The appointment of a Managing editor will leave the editor and her two assistants free to concentrate entirely upon the actual material. Each part of the magazine duties--collecting, editing, and printing will be attended to by one group; all three groups will meet together to discuss and approve the entire set-up of the magazine.

It has been a policy of the magazine never to have an entirely new Board at the beginning of a term; for this reason, we have used an evolutionary process, moving the top persons out and putting the next in line up another step, then there is room at the bottom for new members. In this way, the Board is ever-changing, but is always in the hands of persons who have worked on it before.

I am recommending the following persons for the designated jobs, this recommendation to be approved by the E.P.C. and by the faculty advisors in the Literature division. In regard to these advisors, the Board wishes to recommend that there be two faculty advisors, each with his individual approach to the problem of the magazine: one to be selected for critical work and the other for help in organization. This matter will be handled by the new board.

Editor-Joan Strong  
Assistant editors-Lucille Bloch  
Anne Peattie  
Managing Editor-Nancy Hirose  
Reporters-(to be selected from the group) (  
art editor-Frances Berna  
art assistants-(to be selected by the art editor)  
secretary- to be selected from the group, by the Board.

Suggested new members, ~~of~~ from whom may be used:

- ✓ Marjorie Hill
- ✓ Carol Goldschmidt
- Annis Leach
- Judy Knapp
- ✓ Joan Bayne

*Yvonne Ray -*

respectfully submitted,

*Katharine Van Tassel - editor*