

MUSIC DEPARTMENT

Minutes of Staff Meeting held on April 6, 1953

The teachers were reminded of the importance in being accurate in marking the billing sheets. Incidentals which have popped up in our first billings were discussed.

The size of footstools and chair risers was discussed. It was suggested that we look into the possibility of using a pad similar to a typewriter pad be used for chair risers.

It was requested that names of children participating in the coming recital be given to the secretary so that a program may be printed.

The material for our draperies in the reception room was decided on. Mr. Wong agreed to give us a little more than 10% discount on the material that was chosen.

Submitted by:

W. Chun

Approved:

JMK