

18

PALAMA SETTLEMENT
MEMORANDUM

Date August 22, 1951

To Dorothy Chun, Music Department

From Dee Shehtanian, Director

Subject Following Music Department changes to take effect
September 1, 1951

Through the recommendations of the Music Committee at their last meeting of August 10th, to the Personnel Committee and the Executive Board, and approved, the following will take effect September 1, 1951:

1) Monthly meetings for the Music Committee, luncheons every 3rd Monday of each month. Place of meeting will be announced. Miss Chun to bring in to director's office a week in advance all recommendations for approval. Next Music Committee meeting set for September 17th.

2) Approved to teach all available instruments at Palama other than piano.

3) To expand in rhythm classes for small children.

4) To concentrate on choral groups for adults and teenagers club members of Palama Settlement.

5) Choral work for Blind group will be taken care of by the Group Work Department.

6) Working hours of the Music Department shall be from 1:30 to 9:30 pm, Monday thru Friday and 8 to 12 noon on Saturday. By request of interested people, and with the approval of the director, classes may be held during morning hours. However, it will not change the working hours from 1:30 to 9:30 pm.



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7) Vacations: The Music Department shall follow the same vacation policies of Palama Settlement of 2 days per month for professional workers and $1\frac{1}{2}$ days for clerical workers. Vacations to be taken on anniversary dates and one employee to be away from work at a time and the Music Department continue an all-year around operation.

8) The title "Music Department" to be used instead of "Music School." Kindly make this change on your stationery and information sent out.

9) Regular membership fees to be charged for all children and adults enrolled in the Music Department. Registration fee of \$2.00 to be dropped immediately. All members can use all instruments for practice purpose at free of charge.

10) An advance monthly schedule of events in the Music Department to be turned in to the director's office, to be compiled with other departments and posted on bulletin boards in order that the people in this community may see what goes on at Palama while they are visiting here. This becomes effective on September 1st, 1951.



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Subject \$325.00 added to Scholarship Fund of Music Dept.

An additional \$325.00 has been transferred to your Scholarship Fund. No commitments on scholarship should be made until approved by the director. Also, scholarship funds are to be spent wisely and only to those who need it. All such cases must be thoroughly investigated. Scholarships are only to be extended to children and adults in the immediate Palama area - this being, School Street, Liliha Street, Houghtailing Street and King Street. After this area is cared for, then Palama extends to Alewa Heights, Nuuanu Street, Kalihi Street and Dillingham Blvd.

