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Music Department

Minutes of Staff Meeting, December 3, 1957

Present: John Kelly, Eleanor Ho, Carol Yamaguchi, Nora Matsumura, Dora Louise Ah Chan, Dorothy Moritz.

Sabella
Lidouithera

Helen's Two Classes: Helen has offered classes for, Teachers Class Training, and 8 Hand Symphonies. The following names were submitted by teachers who may be interested in these classes; Roberta Chong, Adrian Mau, Beatrice Yoshimoto, Virginia Woods, Mrs. Schwallie, Don Wiley and Kay Kawaguchi. This list of names will be submitted to Helen Bender for her approval at the next staff meeting in January 1958.

Termites in the Pianos: John asked the teachers to help check the pianos in their studios from time to time for termite droppings.

Tickets for Carmen for both musicianship classes: Matinee January 17, 18, 19, 1958: Mr. Kelly will contact Mr. Lammers for complementary tickets to the opera Carmen for students of Mrs. Bender's musicianship class.

Every Teacher must have a list of student's names and phone no's at home in cases of illness or emergencies.

Review Plans for Dec. 7, Concert: Eleanor Ho reported on program, refreshments and auditorium arrangements.

Herford Session for Children January 2, 1958: Teachers were asked to submit final lists of students interested in the Herford lecture on Bach Inventions.

Resale Inventory: Discussion was carried on concerning the resale inventory. As a solution to the past difficulties the teachers decided to issue "credit" cards, the details of which will be submitted by Eleanor Ho.