

MARY WRIGHT DECIDES TO RUN FOR LOCAL OFFICE

Mary Wright's nephew, Donald, just home from vacation from Ontario Agricultural College, had been following her about and talking to her all day. It made her slow in arranging the Christmas decorations, making the cranberry sauce and tying up the parcels. But her eyes were beaming and kindly when she sat down at her desk to address the last Christmas cards.

Donald pulled up a chair near by. He wasn't talked out yet.

"Do you know Aunt Mary", said Donald, "I have been made secretary of the Freshmen's Civic Club. We have had two meetings and I have had to write and read the minutes. It is not so easy."

"Donald", said Mary, "after listening to all the minutes I have this fall at Institute meetings, I am convinced that not many know how to write them. I have been playing a sort of a game. After the secretary reads the first two sentences of her minutes I guess to myself whether they are going to be good, bad, or indifferent. My guess is not always right, but I have improved my standards of minutes and now I want a chance of writing them."

"Do you mean you want a chance like I have", said Donald.

"Yes", replied his Aunt Mary, "I do. Don't you tell your mother or a living soul, but you will see that I am secretary-treasurer of the Women's Institute next year. For the first time in my life I am setting out to run for office. I should like to take a hand with that minute book."

"If you are elected", laughed Donald, "I am going to make it my business to find out how you did it."

"That is not important", and Mary smiled, "but testing my ability of writing minutes and keeping a secretary's book is. In the first place, I am going to use my neatest and most legible handwriting. It is going to be small, with nice even margins on each side. The record of each item of business will be in a separate paragraph."

"Go on", said Donald.

"I shall never try to put my own personality in these minutes or show the wide variety of adjectives I can use. The first sentence of my minutes will always state the kind, place, day and hour of the meeting, the name of the presiding officer and the number in attendance. The second paragraph will record the reading of minutes of the previous meeting and their confirmation."

"The president of our club", interjected Donald, "says the minutes should be read at the close of the meeting they record, because then they are approved by the members who attended the meeting. He thinks that procedure is far more correct."

"Yes, that is a plan being used now by some societies", admitted Mary. "It is good, too, but that practice requires an experienced and keen secretary. If that is the procedure followed, it should be mentioned in the minutes that the minutes of the previous meeting were read for information."

"And your next item in the minutes, Aunt Mary", questioned Donald.

"That, of course, depends upon the agenda. If the treasurer's report is read for information, it should be mentioned in a business like way in the minutes. All the items of receipts and expenditures need not be written in the minutes, but the financial status should be made clear, i.e.—The treasurer's report was read, showing total receipts of \$34.65 and total expenditure of \$20.15, leaving a balance on hand of \$14.50." If any bills were ordered paid, that motion should be recorded as any other motion."

"How do you think that should be done?", asked Donald.

"Minutes are a record of the action taken and not a stenographic report of a meeting", answered Mary. "In recording a motion the name of the mover should be given, the fact that

Brooklin, Ontario Co.—Celebrated its twenty-fifth anniversary in December by a reception. Institute pins were presented to and recognition was also given to charter members, members of thirty-five years standing. A synopsis on the report of activities for the last twenty-five years was presented and a stirring address delivered by Mr. W. A. Dryden, a son of the late Hon. John Dryden, who was the Minister of Agriculture when the first Women's Institute was organized in Saltfleet, Ontario.

Lamash Junior, Grey Co.—Has a book review every meeting.

Nipissing Junction, Parry Sound District.—Has held successful travel meetings when talks are given by members on interesting places they have visited and anticipate visiting.

North Tarentorus, Algoma District.—Worked in a local cemetery, planting, weeding and trimming plots.

West Korah, Junior, Algoma District.—Renewed the subscription to the Canadian Geographical Journal for a crippled girl in the community.

Scotland, Brant Co.—Held a "Family Night" when each man named his favourite dish and told how to prepare it.

Sour Springs, Brant Co.—Invited those not members to the meetings where games are played and light lunch served. Nearly all such visitors have become members.

Woodslee Junior, Essex Co.—Gave a demonstration on making a Scrap Book and exhibited a completed book.

Durham, Grey Co.—Put on a bake sale, the proceeds of which provided milk for undernourished children in Public School.

(Continued from Col. 1)

It is seconded and the result of the vote stated.—Moved by Mrs. A. R. Smith and seconded, that a concert be held on May 5. Carried. That is quite different from some of the minutes I have heard this fall. Some read, 'It was decided to hold a concert in May.' Of course, that sort of thing is the fault of the president, but a secretary can remind her that business must be introduced to an assembly by a motion."

"What are you going to do about recording items on the programme such as musical numbers and addresses?", Donald inquired.

"I shall not state that 'Estelle Jones sang like a bird', but I shall say 'Miss Estelle Jones sang "Danny Boy" accompanied by Miss E. Neff'. You see if I used any qualifying adjectives I should be putting my opinion in the minutes and minutes are a factual record. If a lecture were given, I should state the name of the person giving it, her title and her former accomplishments, if they relate to the subject she discusses. I think it is alright to give a short synopsis of the lecture, but a secretary should never evaluate such a contribution."

"Sometimes", said Donald, "It is desirable to keep a full record of the activities of a committee giving a report. What do you do about that?"

"It might be summarized", replied Mary, "and entered in the minutes, or if it is important to record voluminous details, such a report should be filed. This should be mentioned in the motion accepting the report. In such a case the secretary would have this material as available as her minutes. The final paragraph of the minutes should record the closing of the meeting."

"When do you sign them?", asked Donald.

"After the minutes have been approved by the assembly the secretary signs them. In some societies the president signs as well. 'Minutes' should not be called the report of secretary. The secretary gives just one report a year, when she gives an annual report at the annual meeting."

"Well, Aunt Mary, I hope you get that office of secretary for the Women's Institute and I am going to make it my business to check up on you", was Donald's parting shot.

East Oakland, Brant Co.—Put on a "Pageant of the Nations" with every country represented in native dress.

Canfield, Haldimand Co.—Enjoyed a trip to the Agricultural College, and visited the Textile Mills at Guelph.

Grand River, Haldimand Co.—Had four young girls take charge of a monthly meeting. They gave sketches on famous Canadian women.

Springvale, Haldimand Co.—Decided to place sign boards at a dangerous corner on the highway.

Willow Grove, Haldimand Co.—Plans to have a meeting of school trustees and their wives from the four school sections represented in the branch, for the consideration of musical instruction in these schools.

North Horton, Renfrew Co.—Contributed \$6.00 to three schools to be used in awards for yearly progress and regular attendance.

Elphin, Lanark Co.—Entertained the school children who submitted collections of wild flowers. The local teacher gave an address on "What we see in Nature". The children were responsible for the music. The roll call was answered by naming and describing the care of a favourite flower.

Macdonald's Corners, Lanark Co.—Helped to pay hospital expenses of a high school student who underwent a serious operation. The lad is an orphan and is working his own way through school.

Thorndale, Middlesex Co.—Joined with the Junior Institute, Agricultural Society and the Local Council in celebrating the King's Jubilee. The funds received were divided equally among the four groups and \$35.00 donated to the Cancer Fund.

Cheltenham, Peel Co.—Held a "Canadian Day", with the roll call requiring the name of a Canadian artist or author, the birthplace or special work. An address on "Pictures by Canadian Artists", and a demonstration on the correct hanging of pictures were featured. The music was confined to Canadian composers.

Navan, Russel Co.—Held a public meeting to promote the work of the new standing committee on "Peace Education and International Relationships". The speaker was Mr. John Conolly, an Ottawa lawyer, whose services were secured through the courtesy of the League of Nations Society in Canada. Literature published by the League of Nations was distributed.

Big Lake, Manitoulin Co.—Celebrated its 29th anniversary. The first president, Mrs. James Hutchinson was present.

Zion, Grey Co.—Entertained the men of the community at a Valentine Social. A small charge of ten cents was made and the proceeds applied to the purchase of grass seed and fertilizer for the cemetery.

Crosby, Leeds Co.—States "Our meetings have broadened our views, solved many problems of the homemaker, educated us in many ways, given us more self confidence in conversing and discussing topics that are of interest to the rural women making us less afraid of the sound of our own voices, brought out hidden talent that was previously unknown to exist."

Conway, Lennox Co.—Contributed \$12.00 towards financing a boy from the community to a two weeks' Short Course at Kemptville Agricultural College.

Roblin, Lennox Co.—Paid for nurse for a needy case unable to provide her own nursing service; placed first aid kit in the local school; had 80 children inoculated against diphtheria and made a donation toward a skating rink for the children and young people of the community.

Classic, Perth Co.—Contributed the sum of \$10.00 to the Jubilee Cancer Fund.

Reaboro, Victoria Co.—Has appointed a school committee to confer with the Agricultural Representative as to ways and means of advancing the interests of the school fair work.

Everton, Wellington Co.—Held their annual garden party last July and raised the sum of seventy dollars and fifty cents to help out the upkeep of local cemetery.

Moose Creek, Stormont Co.—Keeps a layette on hand for the local doctor in case of emergency.

Kinburn, Carleton Co.—Helped a mother whose child was burned to death; also assisted generously in the payment of hospital fees for a person suffering from a motor accident.

Arnprior, Renfrew Co.—Assisted the Victorian Order of Nurses' clinic in the care of sixty-five mothers and children.

Badenoch Junior, Wellington Co.—Held a recent meeting of literary interest dealing with Canadian Poets and some of their poems.

Havelock Junior, Peterborough Co.—Is enthusiastically carrying on the educational programme in clothing, sponsored by the Department.

Burnstown, Renfrew Co.—Considers paying for musical instruction in school is money well spent.

Painswick, Simcoe Co.—Had an excellent address on Denmark by a member who formerly lived there.

Auburn, Huron Co.—Enjoyed a travel talk by one of the members on a trip "From New York to China".

Dungannon Juniors, Huron Co.—Included on the Christmas programme a roll call—"A Christmas Incident of Childhood", a demonstration on "Wrapping Christmas Parcels" and a discussion on "Leisure Time".

Central Enniskillen, Lambton Co.—Learned much from the meeting on Legislation, with a roll call on "Traffic Law", a paper on "Making of Wills" and a talk on "What a Woman should know about Banking".

Grey North, North Grey District.—Has twenty-six local leaders in Buy-manship who are keeping a personal record of their incomes and expenditures. From this, an analysis will be made to learn if a planned management of the family finances would not give better results.

Pinkerton, Bruce Co.—Has profited from two special meetings directed by their local leaders on "Vegetables—Their Preparation and Place in the Diet".

Hampstead, Perth Co.—Featured a historical programme when "Writers and Artists of the County 100 Years Ago" was given by principal of Stratford Normal School, and the story of the "Settlement of Niagara" by the school inspector. Old-time musical selections added interest.

Kuhryville, Perth Co.—Studied the new Marketing Act at one meeting.

Listowel East, Perth Co.—Devoted one meeting to Economics of Clothing, this included a paper on the topic, a demonstration and a contest, "Making a Bound Buttonhole".

Listowel West, Perth Co.—Had an address from the manager of the local bank.

Monkton, Perth Co.—Featured a fashion parade of styles of the last fifty years, with a paper describing style trends. A demonstration of formal dinner etiquette was presented at one meeting.

Maple Leaf, Perth Co.—Sponsored a community concert and dance. The school children put on a programme of music, reading, and playlets. The proceeds were donated to the school.

Florence, Lambton Co.—Profited by an illustrated address on the care of the teeth by a physician.

Adolphuston, Lennox Co.—Takes up a collection at the regular meetings and turns the receipts over to the local librarian to purchase new books.

Manilla, Victoria Co.—Purchased a Forrester's Hall to be used as a community hall. Raised initial payments by voluntary subscription, and are now busy raising funds to reshingle the building.

Callander, Parry Sound District.—Serves tea and cake to tired mothers and others who bring children to the Red Cross Baby Clinic, and also assists in purchasing medicines for the Red Cross.