

paid them to provide some entertainment for the others.

The question of dealing with Motions came up, and the advice from the panel was to read the Hand Book and note everything about Motions. Specific points for presidents to keep in mind are: that you cannot have discussion on any matter until you have had a Motion from the floor — Motion means "the right to discuss"; a Motion must be moved and seconded before discussion; the President must make the discussion stick to the point; members should express their views in the meeting and not on the street corner afterwards. The President stands, repeats a Motion and puts it to the meeting. She counts the votes and records the decision as carried or lost. Except in the case of courtesies or an expression of sympathy, the President must call for a negative vote so that every member may have a chance to express her views on a question.

Concerning the duties of a President, the women were again advised to read the Hand Book. Special points mentioned by the panel were that a President must "know her job," must be enthusiastic and tactful, must believe in her organization and must be constantly trying to improve her own branch. The President always presides at the opening and closing exercises though a convener may have charge of the rest of a program. A President is a teacher for the Vice-President and during her term of office she should give the Vice-President an opportunity to conduct a meeting or two. Finally, a President should use her own originality and should not be afraid to be different. She must follow correct procedures but she can do this in her own way. "And", said a panel member, "everyone has her own way."

Discussing programs, the panel agreed that women come to an Institute meeting to learn something and to be sociable. A member suggested that we might think of a program as a rectangle with the two long sides educational and cultural and the two short sides practical and social. Our objective should be to have every program so good that women won't want to miss it. Other recommendations were to try to have several people take part in every program, to use flannelgraphs and blackboards and visual aids and to have more demonstrations and discussions. Someone suggested having each standing committee convener speak for two minutes at each meeting and it was decided that since time is so precious, if this were done the talks should take the nature of current events in the field of the committee—for example, at the meeting last May the health convener might have reported the polio vaccine news. These brief reports would not take the place of the full programs planned by conveners.

The printed (or typed) program for the year should contain the name of the branch and the district, the officers of the branch and the district, and the conveners. Each monthly

program should be given in full, with the topics and the names of those taking part. Someone said, "These programs are your publicity material; let them tell the whole story of your activities."

Financing was another matter for discussion. A panel member said, "The Institute is not supposed to be a money raising organization but we have to have some funds. We are an educational organization; then let us raise our money through educational devices. As a branch you could have a happy time putting on a play, giving it in a number of places and so adding to your treasury. One branch put on a minstrel show and raised \$500. Others have had good results from variety concerts. Another Institute made \$400 in one year through "hobo teas."

Good Public Relations, it was suggested, could be developed through having a good social time at meetings. For games and contests, the book "Games and Parties the Year Round" by Nellie Lewis, was recommended. The panel stressed the point that every member is a public relations person; that we should cultivate a pride in our organization and should let nothing interfere with our attendance at its meetings; that we should have a member appointed to get our news into the press and on the radio; that we should spend our money on our own work, such as scholarships; if we appoint a woman to represent us in another organization we should be sure she will attend their meetings.

Courtesy goes a long way in public relations one member declared — courtesy among the members, courtesy to guest speakers. Try to find out in advance of the meeting what a guest speaker's expenses will be, and her fee if there is one, so that the money can be put in an envelope and given without questions at the time of the meeting. For greater friendliness at meetings a co-hostess may be appointed to help the hostess when the meeting is held in a home. Gifts to officers as a return for service were considered less satisfactory than paying expenses where these are incurred, or giving a secretary an honorarium.

Finally the discussion got back to programs. Some of the suggestions were to watch for people in the community with special information, for example, the Victorian Order Nurse; to watch for people with hobbies, people who travel. Have book reviews. Be watchful for new trends, such as the trend toward larger kitchens, new trends in child guidance. Study a country or a continent; just now we might be interested in studying Ceylon—its geography, industries, people, customs, government.

Mrs. Fatcher closed the discussion with a word on our relations with other people. She recalled a conversation with a woman from Lebanon who said she hated the word "tolerance"; it seemed like merely putting up with people. "In the story of the Good Samaritan," Mrs. Fatcher said, "the Samaritan showed not tolerance but compassion and love." This atti-