

Minutes of Executive Committee Meeting, July 11, 1956

The meeting was called to order at 8:15 p.m. in Room 210, Haines Hall, UCLA by Herb Farmer, Executive Secretary.

Present members: Herb Farmer  
Marlys Anding  
Russell Bemis  
Guest: Robert O. Hall, Head, USC Cinema

1. Minutes of the previous meetings were read and discussed. One omission from Report #3 (meeting of June 6) was that in the discussion of the Fall Newsletter (section 3) Russell Bemis was appointed Editor in Chief and charged with the responsibility of preparing the copy for printing.
2. Marlys Anding turned over to the Executive Secretary the complete roster of members who have been taken in through the Delta Chapter. She is still in the process of getting the addresses to go with the names. Farmer reported continued progress on the Alpha Chapter roster and current address file.
3. On the Newsletter, aside from the correction noted in paragraph 1, and a report of progress by UCLA in preparation of copy, this subject was made a part of the agenda for the next meeting.
4. Treasurer Dave Johnson was absent, however, the following fiscal procedures were discussed and recommended:
  - a. Alumni members would receive a bill with the November Newsletter for the fiscal year 1957.
  - b. In the case of a number of staunch supporters it was suggested that these bills could be sent out earlier to raise operating capital. A letter or note accompanying the bill should also indicate that any additional donation above the 1957 dues can be taken on the income tax as a business deduction.
  - c. The executive secretary should contact each chapter suggesting that any funds they have which are due the National Chapter for dues or fees would be gratefully received to help in the current costs.
  - d. Starting with the fall semester, 1956-57, each chapter treasurer is responsible for remitting dues for their current active members at the end of the first month of each semester (twice a year). The chapter treasurer is also responsible for remitting membership fees for new members immediately following the initiation banquet, whenever that occurs.
5. A budget is needed to put operation on a sound financial basis. The executive secretary and treasurer are responsible for preparing a budget for operations for the fall and the next fiscal year for presentation at the next meeting.

6. Dr. Hall reported that the Alpha Chapter is in good standing with the Dean of Men at USC by virtue of the Faculty Advisor having properly submitted the required reports. The University Administration has no concern with the national activities.
7. Dr. Hall suggested that now is the time to start proceedings to establish chapters at other schools teaching cinema.
  - a. Richard Goggin is becoming Head of Department at NYU and should be influential in reactivating that chapter.
  - b. George Stoney is becoming Head of Department at City College of New York. He should be indoctrinated about DKA this summer while he is teaching at USC so that he can be encouraged to start a chapter at his school.
  - c. A number of other schools such as Indiana, Iowa and Syracuse have courses in motion picture production and should be solicited for chapter formation.
  - d. The procedure starts with the preparation of a brochure perhaps titled "this is DKA". It might include such samples and promotional materials as:
    1. Letter of purposes, and activities, chapters, etc.
    2. Copy of constitution
    3. Copy of article by R. Caras from American Cinematographer
    4. Samples of banquet invitations and programs. (Sept 1953)
    5. List of honorary members.
    6. Photographs of banquets and activities as available
    7. Samples of film classics brochures and any other DKA activities.

Work on these packets should be done during the month of August to have them ready for the Fall semester.

8. The date and time for the next meeting was fixed as 7:30 p.m., Tuesday August 7 at UCLA, Room 210 Haines Hall.
9. The agenda for the next meeting is to include:
  - a. Consideration of constitution being revised by Doug Gallez.
  - b. Consideration of Newsletter.
  - c. Consideration of the proposed budget.
10. Meeting was adjourned at 9:45 p.m.

Submitted by: Herbert Farmer,  
Executive Secretary