

The following resolutions were unanimously adopted: -

RESOLVED by the Board of Managers of the Seamen's Church Institute of New York that in obedience to the Canons of the General Convention of the Diocese of New York this corporation accepts the assessment to assure support to the aged and disabled clergy and to the families of deceased clergymen, payable to the Church Pension Fund, which amounts to seven and one-half per cent ($7\frac{1}{2}\%$) upon the salaries paid to the clergy employed by the said Seamen's Church Institute of New York, being the sum of \$ 8,348.34

RESOLVED that the Treasurer of this corporation be and is hereby authorized to pay to the Treasurer of the Church Pension Fund Committee of the Diocese of New York in March 1917, one-twelfth of said amount of \$626.¹³, and thereafter monthly payments of one-twelfth of said amount of \$ 626.¹³ on or before the first day of each and every month.

The foregoing is a true copy of Resolutions adopted at the meeting of the Board of Managers of the Seamen's Church Institute of New York on this 21st day of March, 1917.

The meeting then adjourned.

Attest:

Frank Warburton.

Secretary.

Mansfield.	5,000.00	833.34	407.50	$\frac{1}{12} = 36.46$
	5,833.34			
Knell.	950.00	71.25	"	5.94
Ljunggren.	1,565.00	117.38	"	9.79
	8,348.34	626.13		52.19

~~March 19~~

New York, April 18th, 1917.

A stated meeting of the Board of Managers was held this afternoon at No. 25 South Street; Mr. Baylies, President presiding.

Members present: Mr. Baylies, Bishop Courtney, Messrs. McKim, Van Nostrand, Clark, Hobart, Höppin, Dominick, Hinkley and Warburton.

Excuses were presented for Rev. Mr. Crocker, Messrs. Stewart, Wheeler, Rogers and Burleigh.

The minutes of the last meeting were read and approved.

Mr. Dominick reported for the Committee on Educational Work and also reported for the Navigation School.

Mr. Hobart reported for the Committee on Ways and Means.

Superintendent Mansfield made a report on the various activities of the Institute and exhibited two silk flags, one being the American Flag, and the other the flag of the Seamen's Church Institute of America, which had been presented to the Institute by Mrs. James Herman Aldrich. A vote of thanks was given to Mrs. Aldrich for her gift of these beautiful flags.

The meeting then adjourned.

Frank Warburton

Secretary.

He also stated that proceedings were pending to dispossess the saloon keeper on the ground that he was a bad neighbor.

The meeting then adjourned.

Frank Warburton Secretary

New York, May 16, 1917.

A stated meeting of the Board of Managers was held this afternoon at No. 25 South Street. Mr. Baylies, President, presiding.

Members present: Mr. Baylies, Bishop Courtney, Rev. Dr. Wrigley, Messrs. Van Nostrand, McKim, Hobart, Wilson, Tams, Dominick and Warburton.

Excuses were presented for Bishop Lines, and Messrs. Harrison, Brown and Burleigh.

The minutes of the last meeting were read and approved.

The resignation of Mr. Anson W. Hard, Jr., as one of the Lay Managers, was accepted.

Mr. Dominick reported for the Committee on Educational Work and also for the Navigation and Marine Engineering School.

On motion of the President, it was resolved that Messrs. Miller, Tams and Harrison be added as members of the Committee on Educational Work.

Mr. Hobart reported for the Committee on Ways and Means.

Superintendent Mansfield made a report as to the various activities of the Institute.

Mr. Baylies reported that he had secured a lease of the property at the corner of Coentis^E Slip and Front Street for 21 years, with four renewals of 21 years each, ~~the~~ rental for the first 10 years to be \$2000 per annum, and to be adjusted at the expiration of ten years of each lease or renewal.

He also stated that proceedings were pending to dispossess the saloon keeper on the ground that he was a holdover tenant.

The meeting then adjourned.

Frank Warburton. Secretary

New York, June 20th, 1917.

On motion, it was
A stated meeting of the Board of Managers was held
this afternoon at No. 25 South Street; Rev. Dr. Lubeck,
Clerical Vice-President, presiding.

Members present: Rev. Drs. Lubeck and Wrigley, Messrs.
Braine, Hobart, Wilson, Tams, Dominick, Rogers and Warburton.

The minutes of the last meeting were read and
approved.

Mr. Dominick reported for the Committee on Educational
Work.

Mr. Tams submitted a most interesting report from
the Special Sub-Committee of the Committee on Education
appointed for the purpose of carrying into effect efforts
to prepare men for the Merchant's Service of the United States
Naval Reserve, etc.

Mr. Hobart reported for the Committee on Ways and
Means.

Superintendent Mansfield made his report as to the
different branches of the work of the Institute.

An appropriation of \$250 was made to the Seamen's
Church Institute of America.

On motion, it was RESOLVED that Francis M. Whitehouse
be and he hereby is elected an honorary member of the
Society and that a Special Committee consisting of Messrs.
Baylies, Rogers and Mansfield be appointed to write a
suitable letter of notification to Mr. Whitehouse.

The Superintendent reported that Alfred O. Washburn
had been appointed in the place of Mr. M. E. Hopkins, who
had resigned. On motion, it was

RESOLVED, that the appointment of Mr. Washburn be
and the same hereby is ratified and confirmed with the
same authority formerly exercised by Mr. Hopkins to sign
checks drawn on the Bank of the Manhattan Company.

New York, September 19th, 1917.

On motion, it was

A stated **RESOLVED** that the Treasurer be and he is hereby authorized and directed to open a separate bank account for the special fund for replacements and that all checks drawn on said account be signed by the Treasurer in conjunction with either the Chairman or Vice-Chairman of the Committee on Ways and Means.

Excuses were presented for Mr. Brown and the Secretary, and Superintendent Mansfield was requested to act as Secretary pro-tem. **Secretary.**

Mr. Baylies made a general report especially referring to the additional floor, the installation of the Navigation School and the generous gift of Mr. and Mrs. Francis M. Whitehouse.

Mr. Dominick made a report for the Committee on Educational Work.

The Committee recommended that the necessary number of instructors in the Navigation School be engaged on a weekly basis, salaries to be paid from the school income. The Committee also recommended that the contract with Captain Robert Huntington which expired on July 1st, 1917 be renewed, and suggested that such renewal be for a period not exceeding three years.

The matter was referred to the Committee with power to prepare and execute the new contract.

Mr. Hobart reported for the Committee on Ways and Means, and it was moved and carried that the scope of the work and the department structurally should be expanded. The Board approved of excluding the States and Dioceses in the Eighth Province (Province of the Pacific) via California, Alaska, Arizona, Eastern Oregon, Honolulu, Idaho, Los Angeles, Nevada, Olympia, Oregon, The Philippines, Sacramento, San Joaquin, Spokane and Utah, and further appeals from the

New York, September 19th, 1917.

A stated meeting of the Board of Managers was held this afternoon at No. 25 South Street; Mr. Baylies, President, presiding.

Members present: Mr. Baylies, Bishop Lines, Rev. Dr. Wrigley, Messrs. Harrison, Hobart, Dominick, Bowring, Rogers, Hinckley and Burleigh.

Excuses were presented for Mr. Brown and the Secretary, and Superintendent Mansfield was requested to act as Secretary pro-tem.

Mr. Baylies made a general report especially referring to the additional floor, the installation of the Navigation School and the generous gift of Mr. and Mrs. Francis M. Whitehouse.

Mr. Dominick made a report for the Committee on Educational Work.

The Committee recommended that the necessary number of instructors in the Navigation School be engaged on a weekly basis, salaries to be paid from the school income. The Committee also recommended that the contract with Captain Robert Huntington which expired on July 1st, 1917 be renewed, and suggested that such renewal be for a period not exceeding three years.

The matter was referred to the Committee with power to prepare and execute the new contract.

Mr. Hobart reported for the Committee on Ways and Means, and it was moved and carried that the scope of the work and the department structurally should be expanded. The Board approved of excluding the States and Dioceses in the Eighth Province (Province of the Pacific) viz. California, Alaska, Arizona, Eastern Oregon, Honolulu, Idaho, Los Angeles, Nevada, Olympia, Oregon, The Philippines, Sacramento, San Joaquin, Spokane and Utah, from further appeals from the

Seamen's Church Institute of New York. The Superintendent presented his report. First calling attention to the very striking statistics, comparisons between the years 1915, 1916, and 1917 for the months of June, July and August. He reported for the Committee on the Whitehouse letter and resolution, reading the letter sent by the Committee, signed by them and the Secretary, to Mr. Whitehouse notifying him of his election as Honorary member, and the acknowledgment from Mr. Whitehouse.

He referred to the death of Mrs. Herbert Barber, widow of the late Mr. Barber, and made reference to the opening of the Broad Street Hospital, the Herbert Barber Memorial, on Monday, Sept. 17th, and in that connection read a letter written to Dr. Savage, Superintendent of the Hospital, extending the Society's congratulations on the day the hospital opened.

Reference was made to the necessary increases of employees' salaries during the summer and the loss and replacement of over forty, due to War causes, and called attention to an interesting War bonus salary arrangement adopted in Canada and possibly to be by some of the Institutions in this country.

Attention of the Board was called to the new members of the Staff, the Rev. Carl Podin, on the Religious, Mr. A. C. Washburn, Lay Executive to the Superintendent, Dr. Dahlby, head of the Relief Department, and the Rev. Mr. Barrett, head of the Religious Department.

It was suggested that now Mr. R. Kersting was employed with the Germania Insurance Company, that the Board might well cease paying the allowance paid to him quarterly. The matter was referred to the Superintendent with power to act.

The resignation as Chairman of the North River Station and as a member of the Board, received from Mr. Marsh, was acted upon. The Board accepted his resignation as

Chairman of the North River Station Committee, but declined to accept his resignation as a member of the Board. The Secretary was requested to notify him of this action.

A contribution of \$100 was voted to the Volunteer Hospital.

An appropriation of \$256.00 was made for steam boiler and hot air furnace at the North River Station.

The Superintendent called attention to the elaborate arrangements that were being made to lodge sailors and soldiers in the Armories, etc. and on his suggestions it was voted that emergency preparations be made for lodging additional numbers in the Institute. The matter was left to the Superintendent with power.

Attention was called to the appointment of the head of the Seamen's Wages Department as Notary Public. The appointment took effect on August 14th and from that time up to August 30th he had received \$26.25 in fees and had acknowledged 105 signatures.

The subject of the Institute Cemetery plot was discussed and the Superintendent reported that with the permission of the Chairman of the Committee, Mr. Hobart, three large trees had been cut down in the plot, this adding three graves.

Attention was called to the need of a larger tailor shop and authorization was granted to construct one on the extension roof of the Chapel.

The Board approved of employing a cobbler when the right time arrived.

It was voted that the Board luncheons should begin in October and that Mr. Baylies should be asked to be the first speaker and describe his visits to the Seamen Institutions on the Pacific and especially his visit to San Francisco, and his associations with the work of the S.C.I. of San

Francisco, of which the Rev, C. P. Deems, late Assistant Superintendent of the New York Institute is now Superintendent.

On motion, it was ~~at No. 23 South Street, Mr. Baylies,~~
~~President,~~ RESOLVED, that Mr. Allison V. Armour, being a subscriber making a contribution of not less than \$10.00 to the funds of the Society be and he hereby is elected a member of the Society, and it was ~~Warburton~~ ✓

~~The~~ FURTHER RESOLVED, that Mr. Allison B. Armour, be and he hereby is elected a member of the Board of Managers of the Society. ~~reported for the Committee on Educational Work~~

The Meeting then adjourned.

Mr. Hobart reported for the Committee on Ways and Means.

Superintendent Mansfield made his report of the work done in the various branches of the Institute. Secretary pro tem.

On motion of Mr. Baylies, it was

RESOLVED that Three thousand (\$3000) Dollars be transferred from the surplus income account to a Suspense Account. This amount to be expended in the discretion of the President and to be accounted for later.

The matter of establishing a school of marine engineering was referred to a Committee consisting of Messrs. Doolittle and Armour with power; the Committee to have authority to add to their number.

On motion, it was RESOLVED that the action of the Treasurer in authorizing ^{All Saints Church, Mariners Harbor, N. Y.} the old sloop of the Floating Church ~~transferred~~ for firewood be and the same hereby is ratified and confirmed.

Mr. Armour was elected a member of the Committee on Educational Work and also a member of the Committee on the Hotel.

Superintendent Mansfield made a report as to purchasing a new plot in Evergreen Cemetery, and the matter was referred back to the Superintendent for further investigation.

New York, October 17th, 1917.

A stated meeting of the Board of Managers was held this afternoon at No. 25 South Street; Mr. Baylies, President, presiding.

Members present, Mr. Baylies, Bishop Courtney, Rev. Dr. Wrigley, Messrs. Miller, Van Nostrand, McKim, Hobart, Dominick, Barber, Armour and Warburton.

The minutes of the last meeting were read and approved.

Mr. Dominick reported for the Committee on Educational Work.

Mr. Hobart reported for the Committee on Ways and Means.

Superintendent Mansfield made his report of the work done in the various branches of the Institute.

On motion of Mr. Baylies, it was

RESOLVED that Three thousand (\$3000) Dollars be transferred from the surplus income account to a Suspense Account. This amount to be expended in the discretion of the President and to be accounted for later.

The matter of establishing a school of marine engineering was referred to a Committee consisting of Messrs. Dominick and Armour with power; the Committee to have authority to add to their number.

On motion, it was RESOLVED that the action of the Treasurer in authorizing ^{All Saints Church, Mariners Harbor, to use} the old scow of the Floating Church ~~to be used~~ for firewood be and the same hereby is ratified and confirmed.

Mr. Armour was elected a member of the Committee on Educational Work and also a member of the Committee on the hotel.

Superintendent Mansfield made a report as to purchasing a new plot in Evergreen Cemetery, and the matter was referred back to the Superintendent for further investiga-

tion to report at the next meeting of the Board.

The meeting then adjourned.

A stated meeting of the Board of Managers was held this afternoon at No. 25 South Street, Mr. Bayliss, President presiding.

Frank I. Warburton

Secretary

Members present, Mr. Bayliss, Bishop Courtney, Messrs. McKim, Hobart, Remington and Warburton.

Excuses were presented for Messrs. Dominick and Rogers.

The minutes of the last meeting were read and approved.

Superintendent Mansfield reported for the Committee on Educational Work.

Mr. Hobart reported for the Committee on Religious Work, and on his recommendation an appropriation for six months at the rate of Fifteen hundred Dollars per annum was granted so much of the appropriation to be used as is necessary to supplement contributions to furnish music for the services in the Chapel. It was further resolved that a memorial service be held annually on St. Gains' Day to which all contributors should be specially invited.

Mr. Hobart reported for the Committee on Ways and Means and called attention to the fact that the contributions this year were the largest amount collected for current expenses during the history of the Institute, and a special vote of thanks was given to the Committee for their excellent work.

On recommendation of Superintendent Mansfield, it was RESOLVED to employ John Walker Harrington, at the rate of \$100 per month for a period to begin at once and not to exceed six months for special press work, the employment not to be extended without further authority from the Board of Managers.

The meeting then adjourned.

Secretary

New York, November 21st, 1917.

A stated meeting of the Board of Managers was held this afternoon at No. 25 South Street, Mr. Baylies, President presiding.

Members present, Mr. Baylies, Bishop Courtney, Messrs. McKim, Hobart, Remington and Warburton.

Excuses were presented for Messrs. Dominick and Rogers.

The minutes of the last meeting were read and approved.

Superintendent Mansfield reported for the Committee on Educational Work.

Mr. Hobart reported for the Committee on Religious Work, and on his recommendation an appropriation for six months at the rate of Fifteen hundred Dollars per annum was granted so much of the appropriation to be used as is necessary to supplement contributions to furnish music for the services in the Chapel. It was further resolved that a memorial service be held annually on All Saints' Day to which all contributors should be specially invited.

Mr. Hobart reported for the Committee on Ways and Means and called attention to the fact that the contributions this year were the largest amount collected for current expenses during the history of the Institute, and a special vote of thanks was given to the Committee for their excellent work.

On recommendation of Superintendent Mansfield, it was RESOLVED to employ John Walker Harrington, at the rate of \$100 per month for a period to begin at once and not to exceed six months for special press work, the employment not to be extended without further authority from the Board of Managers.

The meeting then adjourned.

Secretary.

New York, December 19th, 1917.

A stated meeting of the Board of Managers was held this afternoon at No. 25 South Street. Mr. Baylies, President, presiding.

Members present: Mr. Baylies, Bishop Courtney, Rev. Dr. Wrigley, Messrs. Hobart, Tams, Armour and Warburton.

The minutes of the last meeting were read and approved.

Mr. Armour made a report for the Committee on Educational Work including the School of Navigation and Marine Engineering.

Mr. Hobart made his report and read a letter from Mr. Prentice. On his recommendation an appropriation was made of 1000 francs to be sent to Mr. Prentice for seamen's shelters in France, one half of this amount to be charged to the General Fund and one half to the Morrill, Morgan and Bourne Funds.

The Secretary was directed to send to Commodore Miller a letter of greeting expressing the sympathy of the Board of Managers and hopes for his speedy recovery. On motion it was resolved that Mr. Samuel N. Hinckley be and he hereby is appointed to represent the Institute on the Joint Conference of Seamen's Societies.

On motion, it was RESOLVED, that a Committee be appointed to prepare the annual report, the Committee to consist of Messrs. Baylies and Armour.

On motion, it was RESOLVED that a Nominating Committee be appointed to present nominations to the annual meeting of the Society, the Committee to consist of Messrs. Baylies, Tams and Harrison.

On motion, it was RESOLVED, that an Auditing Committee be appointed to audit the accounts of the Treasurer and the Committee on Trust Funds, the Committee to consist of Messrs. Armour and Hinckley, and that said Committee

be authorized to employ an accountant at an expense not to exceed \$200.00.

The meeting then adjourned.

Held at the Institute, 25 South Street,
on the 22nd day of March, 1928.

In the absence of the President, the first Vice-President, Mr. Michaelis, presided.

In the absence of the Secretary, Mr. [Name] appointed Secretary of the meeting.

The following members of the Board were present:

- Messrs: Van Nostrand,
- Foran,
- Michaelis,
- Robert,
- Johnson,
- August,
- Pell,
- Harrison,
- Farnum,
- Jabliko,
- Bon,
- Wheeler,

Dr. Mansfield.

Dr. Mansfield was presented for Dr. [Name]

The reading of the minutes of the last meeting

was dispensed with.

On motion the following resolution was adopted:

MINUTES OF A STATED MEETING OF THE
BOARD OF MANAGERS OF THE
SEAMEN'S CHURCH INSTITUTE
OF NEW YORK

held at the Institute, 25 South Street,
on the 22nd day of March, 1928.

In the absence of the President, the First
Vice-President, Mr. Michalis, presided.

In the absence of the Secretary, Mr. Wheeler
was appointed Secretary of the meeting.

The following members of the Board were present:

- Messrs: Van Nostrand,
- Mr. Bell, Forsyth,
- Michalis,
- Hobart,
- Johnson,
- Mr. Forsy Rogers,
- Bell,
- Harrison,
- Parsons,
- Mr. Wheel Zabriskie,
- Bangs,
- Wheeler.

Superintendent- Dr. Mansfield.

An excuse was presented for Dr. Finley.

The reading of the minutes of the last meeting
of the Board was dispensed with.

On motion duly made, seconded and carried,

also \$5,000 Louisville and Nashville Railroad
Company 5s, Series B, due 2003.

On motion it was

RESOLVED: that the secretary of the meeting express to Mr. Warburton, the regrets of the members present that he was unable on account of illness, and for the first time in many years, to be present at a meeting of the Board, and to further express the hearty good wishes of all present that he may soon be completely restored to health.

On motion duly made, seconded and carried, it was

RESOLVED: that the secretary of the meeting be requested to express to Mr. Baylies the regrets of all present that he was temporarily indisposed and to express the hearty good wishes of all that his recovery be rapid.

Reports were received from:

Mr. Bell, as Chairman of the Committee on Legislation,

Mr. Forsyth, as Chairman of the Ways and Means Committee,

Mr. Wheeler as Chairman of the Committee on Religious and Social Service Work,

Mr. Parsons for the Committee on Trust Funds, reported that the Committee had sold \$10,000 Buffalo, Rochester and Pittsburgh Railroad Company 4 $\frac{1}{2}$ s due 1937; also \$5,000 Illinois Bell Telephone Company 5s, Series A, due 1956; also \$10,000 Illinois Central Railroad Company 5s, due 1955; also \$5,000 Louisville and Nashville Railroad Company 5s, Series B, due 2003. The Chairman pointed

On motion it was the Constitution, the Board of Managers could, in their discretion, appoint an assistant treasurer with such powers as might be necessary.

RESOLVED: that the sale of these securities by the Committee on Trust Funds be and the same hereby is ratified and confirmed and the Secretary or other officer of the Society be and they hereby are authorized to execute transfers, powers of attorney or any other documents necessary to carry such sales into effect and to affix the Seal of the Corporation to any and all such documents.

On motion duly made and seconded, after a

general discussion, the following resolution was

unanimously adopted:

RESOLVED: that the Committee on Trust Funds be and hereby is authorized to sell from time to time any investments under the control of said Committee; to invest and reinvest the proceeds of such sales of said securities as they may deem best; that the Secretary be and hereby is authorized to execute all transfers, powers of attorney or other documents necessary to carry such sales into effect and to affix the seal of the Corporation thereto.

Dr. Mansfield reported on the general work of the Institute.

The First Vice-President called the attention of the Board to the fact that although the Treasurer Mr. Barton was making a good recovery, it was not expected he would be at his office for possibly some months, that in the mean time he ought not to be burdened with the routine duties of treasurer. The Chairman pointed out that under Article XI of the Constitution, the Board of Managers could, in their discretion, appoint an assistant treasurer with such powers as might be necessary.

Thereupon and after discussion, Mr. Thomas
Roberts, a new member of the Board, was elected and
appointed assistant treasurer of the Institute.

On motion duly made, seconded and carried,
it was
The President presided.

RESOLVED that the Assistant
Treasurer so elected and appointed
be and he hereby is authorized to
exercise all of the duties and
that he have all of the powers
of the treasurer.

Mr. Parsons reported that a note for One
hundred and fifty thousand (\$150,000.) Dollars, held
by the Chase National Bank will become due April 25th,
1928, and on motion it was

RESOLVED that the treasurer be and
he hereby is authorized to renew
said loan of One hundred and fifty
thousand (\$150,000) Dollars, upon
the note of this corporation
executed by the President or one of
the Lay Vice-Presidents, or one of
the Vice-Chairmen of the Building
Committee and by the Treasurer with
the seal of the corporation affixed
thereto for such length of time and
on such terms as he may approve.

Mr. Wheeler reported for the Committee on
Upon motion, the meeting adjourned.

The President called the attention of the
Board to the fact that on a
absence for the summer, it would be desirable for him
to attend to the legal matters which might require
attention and that it would be well for the Board to
appoint an attorney to represent the Institute.

Ernest E. Wheeler

Secretary Pro Tem.

7

MINUTES OF A STATED MEETING OF THE BOARD OF MANAGERS OF THE SEAMEN'S CHURCH INSTITUTE OF NEW YORK, HELD AT THE INSTITUTE No. 25 South Street, on the 26th day of April, 1928.

The President presided.

In the absence of the Secretary, Mr. Wheeler was appointed Secretary of the meeting.

The following officers and members of the Board were present:

- | | | |
|---------|--------------|--------------|
| Messrs. | Baylies | Bowie |
| | Van Nostrand | Bangs |
| | Crocker | Cummings |
| | Michalis | Rogers |
| | King | Schermerhorn |
| | Low | Roberts |
| | Morgan | Williams |
| | Wheeler | Duffield |
| | McCagg | Schieffelin |

and the Superintendent, Dr. Mansfield.

In the absence of Mr. Forsyth, Mr. Rogers submitted a written report for the Committee on Ways and Means.

Mr. Wheeler reported for the Committee on Religious and Social Service.

The President called the attention of the Board to the fact that on account of his approaching absence for the summer, it would not be possible for him to attend to the legal matters which might require attention and that it would be well for the Board to formally appoint an attorney to represent the Institute.

He stated that he had asked Mr. George G. Zabriskie whether he would accept such an appointment and had received a letter from Mr. Zabriskie which he read to the Board.

At the request of Mr. Roberts, the Assistant Treasurer, the Secretary reported that a note for One hundred thousand (\$100,000.) Dollars, held by the Chase

National bank will be deposited in the Institute on motion it was

RESOLVED That Mr. George G. Zabriskie be appointed Attorney for the Institute upon the terms and conditions expressed in his letter of April

The Superintendent called the attention of the Board to the fact that owing to his failing eyesight, it was difficult for him to countersign checks on the account held at the New York Trust Company for certain current disbursements which heretofore he had been authorized to countersign with Mr. Westerman. He suggested that Mrs. Hellen Davidson, his Secretary, be given this authority.

After a general discussion in which the nature of this authority and the amounts subject to such disbursement was explained to the Board, the following resolution was duly moved, seconded and adopted:

RESOLVED That the checks on the bank account of the Institute in the New York Trust Company now signed by the Treasurer or the Assistant Treasurer or jointly by Superintendent Archibald R. Mansfield and Leslie C. Westerman, may also be signed jointly by Hellen Davidson and Leslie C. Westerman for the purpose of expending therefor a sum not to exceed Seventy-five thousand

(\$75,000.) Dollars. Westerman and the said New York Trust Company is hereby authorized to honor checks on said account when signed jointly by said Hellen Davidson and said Leslie C. Westerman.

At the request of Mr. Roberts, the Assistant Treasurer, the Secretary reported that a note for One hundred thousand (\$100,000.) Dollars, held by the Chase National Bank will become due on May 3rd, 1928, and on motion it was

RESOLVED that the Treasurer be and he hereby is authorized to renew said loan of One hundred thousand (\$100,000) Dollars upon the note of this corporation executed by the President or one of the Law vice-Presidents, or one of the vice-chairmen of the Building committee and by the Treasurer or the Assistant Treasurer with the seal of the corporation affixed thereto for such length of time and on such terms as he may approve.

At the request of the Chairman, the Superintendent then withdrew from the meeting. Mr. Michalis reported to the Board the result of an interview with Dr. Conrad Berens, the surgeon who would shortly perform the operation upon Dr. Mansfield's eyes, and that Dr. Berens had very generously offered to make no charge for the operation, his services to be considered a contribution to the work of the Institute. Mr. Michalis stated however, He also stated the amount already raised or pledged for the chapel fund and asked the authority of the Board to proceed with the construction of the chapel and to expend therefor a sum not to exceed Seventy-five thousand

(\$75,000.) Dollars.

Dr. Mansfield to the Institute. After due consideration,

After general discussion the following resolution was regularly moved, seconded and resolution was duly seconded, carried and adopted:

RESOLVED That the Building Committee be authorized to proceed with the construction and furnishing of the chapel in accordance with the plans and modification thereof submitted by the architects and exhibited to the Board at a cost not to exceed Seventy-five thousand (\$75,000.) Dollars.

The Superintendent reported on the general work of the Society and at his request letters were read from Chief Magistrate McAdoo commending the work of the Institute and promising the co-operation of the Board of City Magistrates. A letter in reference to the proposed memorial to Bishop Lines and the raising of a fund therefor was also read to the Board.

At the request of the Chairman, the Superintendent then withdrew from the meeting. Mr. Michalis reported to the Board the result of an interview with Dr. Conrad Berens, the surgeon who would shortly perform the operation upon Dr. Mansfield's eyes, and that Dr. Berens had very generously offered to make no charge for the operation, his services to be considered a contribution to the work of the Institute. Mr. Michalis stated however, that the hospital expenses and those incident to convalescence would be substantial, and he called the attention of the Board to the extremely valuable services rendered

by Dr. Mansfield to the Institute. After due consideration,
 the following resolution was regularly moved, seconded and
 carried:

RESOLVED that the sum of Twenty-
 five hundred (\$2500.) Dollars be
 paid to Dr. Mansfield as additional
 compensation for his services to
 this Institute.

Rev. A. R. Mansfield
 85 South Street,
 New York, N.Y.

The meeting then adjourned.

I herewith enclose check from my
 family estate for \$2,500. on the order of the
 Institute, as a donation to the Building Fund.
 In acknowledging same, would you address the
 Beekman Family Association, Mr. Charles K.
 Beekman, President, 7 East 42nd Street.

Ernest E. Wheeler
 Secretary of the Meeting.

I hope this gift may become an
 annual event in some form or another and may be
 increased as time goes on. The last number of
 the Lock Out was certainly most interesting and
 I read every word of it.

Faithfully yours,

Bayard C. Hoppin

BCH-k.
 Enclosure

*Mailed 7 May 26-25
 E-2. Wheeler
 Rec. pro. letter*

ABBOTT, HOPPIN & CO.

120 Broadway

New York

May 23rd, 1928

Dr.
Rev. A. R. Mansfield,
25 South Street,
New York, N.Y.

Dear Dr. Mansfield:

I herewith enclose check from my family estate for \$2,500. to the order of the Institute, as a donation to the Building Fund. In acknowledging same, would you address the Beekman Family Association, Mr. Charles K. Beekman, President, 7 East 42nd Street.

I hope this gift may become an annual event in some form or another and may be increased as time goes on. The last number of the Look Out was certainly most interesting and I read every word of it.

Faithfully yours,

Bayard C. Hoppin

BCH-k.
Enclosure

*Mailed 7 May 24-25
E-2. Check
Rec. per. letter*

BUDGET FOR ADDITIONAL EXPENSES FOR OPENING OF NEW BUILDING

These are based on the supposition that the entire new building is to be opened on July 1, 1928.

If the building is not opened at that time the expenditures will be necessary in proportion to the parts of the building as they are opened.

For Detail of Expenditures see attached schedules.

Fiber with
Members of
May 24 - 1928
Exam E. Whole
Rec. - pro - Term

SURPLUS

1,475.00

2822.00

Hotel

Elevators	\$8,774.50
Police	5,719.50
General Stores	1,092.00
Hotel Desk	4,367.00
Service Department	27,243.68
Laundry	4,878.00
Night Supervisor	<u>390.00</u>

\$52,464.68

Price	Income per day	Income 154 days	
Engine Room not budgeted as part of Hotel expenses	72.00	11,204.00	<u>11,204.00</u>
.75	54.00	9,558.00	\$ 63,668.68
.75	54.00	9,558.00	
Baggage Room	72.00	15,240.00	
July 1, 1928 to January 1, 1929	1.00	15,064.00	
Increase in Income		1,840.00	
Increase in Expenses	71.00	15,066.00	<u>1,638.00</u>
		<u>SURPLUS</u>	\$202.00

50,254.68

57,486.50

53,663.48

55,443.16

54,938.68

53,761.72

... I do not believe it expedient to ... income from the 64 beds on the 15th floor -

... 21.40 x 154 days -

3,307.00

11,204.00

14,511.00

INCOME

Annual Budget from July 1st, 1928 to December 31st, 1928
 Annual income obtainable if building is opened July 1st and all accommo-
 sold nightly would be:

112 more dormitory beds than when all such beds
 the old building:

35¢ - 39.20 per day x 184 days - 7,212.80

ROOMS

<u># Rooms</u>	<u>Price</u>	<u>Income per day</u>	<u>Income 184 days</u>
72	.75	54.00	9,936.00
72	.75	54.00	9,936.00
72	.75	54.00	9,936.00
72	1.00	72.00	13,248.00
71	1.00	71.00	13,064.00
71	1.00	71.00	13,064.00
40	1.50	60.00	<u>11,040.00</u>

30,224.00

Plus 87,436.80

63,668.48

72,443.18

14,997.62

23,768.12

Hotel and Engine Room Expense

present sales I do not believe it expedient to
 the income from the 64 beds on the 13th floor -

35¢ - 21.40 x 184 days -

3,937.60

11,056.02

19850.52

GRAND TOTAL 14,744.00

POLICE DEPARTMENT

Additional Budget from July 1st, 1928 to December 31st, 1928

	<u>WEEK</u>		<u>TOTAL</u>	
	35.00	35.00	910.00	
#1	30.00			
#2	30.00			
#3	<u>30.00</u>	90.00	<u>2,340.00</u>	3,250.00
			79.50	79.50
			50.00	50.00
#1	30.00			
#2	<u>30.00</u>	60.00	1,560.00	<u>1,560.00</u>
				4,939.50
				Plus <u>8,874.50</u>
				TOTAL 13,714.00
Salary				<u>780.00</u>
			GRAND TOTAL	<u><u>14,594.00</u></u>

POLICE DEPARTMENT

Additional Budget from July 1st, 1928 to December 31st, 1928.

Additional cost: July 1, 1928 to December 31, 1928.

	<u>WEEK</u>		<u>TOTAL</u>	
Operators 6 A.M. - 3 P.M.			5,080.00	
1 Car	24.00		100.00	
"	24.00		200.00	
"	24.00		300.00	
"	<u>24.00</u>	96.00	2,496.00	
Miscellaneous Costs			100.00	
Operators 3 P.M. - 12 Midnight			50.00	
1 Car	24.00			
"	24.00	2.00	52.00	
"	24.00	2.00 each	150.00	
"	<u>24.00</u>	96.00	2,496.00	
Operators 12 Midnight - 6 A.M. (6 A.M. - 7 A.M. Calls & Keys)			58.00	
1 Car	24.00	30.00 each	2,340.00	
"	<u>24.00</u>	48.00	1,248.00	9,384.00
Operators - Relief			1,040.00	1,040.00
1 Car	24.00		750.00	750.00
"	<u>30.00</u>	54.00	1,404.00	<u>11,804.00</u>
	35.00	35.00	<u>910.00</u>	8,554.00
			150.00	150.00
			170.50	<u>170.50</u>
				<u>8,874.50</u>

ENGINE DEPARTMENT

Budget for 1928

Additional cost: July 1, 1928 to December 31, 1928.

Proposed Budget from July 1st to December 31st, 1928.

Fuel		5,000.00	
Water		100.00	
Ash Cartage	<u>Present</u>	<u>Proposed</u>	<u>Total Increase</u>
		200.00	
Reparis and Upkeep	45.00	500.00	280.00
Oil and Waste	30.00	100.00	82.00
Miscellaneous Costs		100.00	<u>780.00</u>
Compensation Insurance		50.00	<u>1,082.00</u>
1 Assistant Engineer	2.00	52.00	
3 Watch Engineers	2.00 each	156.00	
3 Firemen	3.00 "	234.00	
1 Handyman	2.00	52.00	
3 Oilers (new)	30.00 each	2,340.00	
Electric and Plumbing Supplies		<u>500.00</u>	9,384.00
1 Plumber	40.00	1,040.00	1,040.00
1 Carpenter Helper	30.00	780.00	<u>780.00</u>
		GRAND TOTAL	<u><u>11,204.00</u></u>

HOTEL DESK

Estimated Budget

RECEIVING AND GENERAL STORES DEPARTMENT

Proposed Budget from July 1st to December 31st, 1928.

	<u>Present</u>	<u>Proposed</u>	<u>Total Increase</u>
Head	45.00	55.00	260.00
Storekeeper	20.00	22.00	52.00
Clerk		30.00	780.00
TOTAL			1,092.00
Wages of Clerks		50.00	
Wages		200.00	
Increase for present Personnel			
3 clerks @ 3.00 per week each -		512.00	
Chief Clerk 12.50 " "		325.00	
TOTAL			897.00
TOTAL WAGES			3,487.00
		250.00	
		30.00	
TOTAL			280.00
TOTAL ESTIMATED BUDGET			4,367.00

HOTEL DESK

Estimated Budget

May 21, 1928.

Additional for 6 months - July 1st to December 31st, 1928

J. B. Anderson

mel
Mr. Westerman

Information Clerks	650.00 each	-	1,300.00	
clerk - 6 months @	25.00 week	-	650.00	
clerk - 6 months @	25.00 "	-	<u>650.00</u>	
	TOTAL			2,600.00
for Illness of Clerks	12.00 per week	-	50.00	
" Vacations	24.00 " "	-	200.00	
" Increase for present Personnel		-	<u>15.00</u>	
6 clerks @ 2.00 per week each -				
TOTALS -	12.00 " "		312.00	<u>107.00</u>
" Chief Clerk	12.50 " "		<u>325.00</u>	
	TOTAL			<u>887.00</u>
	TOTAL WAGES			3,487.00
			850.00	
insurance			<u>30.00</u>	
	TOTAL			<u>880.00</u>
	TOTAL ESTIMATED BUDGET			<u><u>4,367.00</u></u>

Above workers included in budget to begin July 1st, but it becomes necessary to put them to work earlier.

SERVICE DEPARTMENT

Schedule of work and wages for Porters and May 21, 1928.
 and Budget for the New Annex from July 1st, 1928 to January 1st, 1929.

Cleaning Cellar, Sub-Basement, Courts and					
J.B. Anderson	moving and burning all rubbish.	\$ 28.00			
Mr. Westerman	Hall, Basement, and Stairways, Mechanics Floor over Main Hall and sweeping sidewalk.	28.00			
	Cleaning Chapel and all anterooms.	22.00			
Additional help since opening of 5th floor Dormitory, New Main Entrance					
	Cleaning of Covered Reading Rooms and Washrooms - 1st, Ladies Rest Room, and Apprentice Room are:				
	2nd floor and gymnasium - 4th floor.	44.00			
(5th floor Dormitory)					
Day Porters	@ " 22.00 per week - 44.00 per week				
Night Porters	8 @ 24.00 " " " " - 48.00 " "				
	Cleaning rooms, making beds, cleaning washrooms	265.00			
Woman Cleaner	@ 15.00 " " " " - 15.00 " "				
	5th floor-Officers' and Staff Rooms	TOTAL		<u>107.00</u>	
	Cleaning rooms, making beds, cleaning washrooms and halls.	37.00			
	Miss Man	25.00			
	Cookstess	25.00			
	Assistant to Manager	35.00			
	Night cleaners - cleaning Sub-Basement, Main Hall and stairways; Game Rooms and Reading Rooms; Washrooms on 2nd and 3rd floors.	96.00			
	Cleaners for relief work.	30.00			
	Cleaners for relief work.	24.00			
NOTE:	Above workers included in budget to begin July 1st, but it became necessary to put them to work earlier.				
	Day time, same as the Officers' and Staff Rooms, add 6 woman cleaners at \$15.00 per week.				
	Cleaning Clinic, Halls, Stairways, and Service Entrance. Also toilets or offices in the rear of stage - 4th floor.	22.00			
	TOTAL WEEKLY PAYROLL			749.00	
	26 weeks or (1/2 year) x 749.00				<u>19,474.00</u>

SERVICE DEPARTMENT

Schedule of work and wages for Porters and Women Cleaners,
Budget for the New Annex from July 1st, 1928 to January 1st, 1929.

Cleaning Cellar, Sub-Basement, Courts and stairways. Removing and burning all rubbish.	\$ 22.00	19,474.00
Cleaning Main Hall, Basement, and Stairways, Mezzanine Floor over Main Hall and sweeping sidewalk.	22.00	50.00
Cleaning Chapel and all anterooms.	22.00	75.00
Cleaning of Conrad Reading Room and Washroom - 2nd floor. Guests Reading Room and Washroom - 3rd floor and gymnasium - 4th floor.	44.00	200.00
5th floor Dormitory)	37.00	250.00
" " ")		
6th, 7th, 8th, 9th, 10th, and 11th floors)	266.00	1,500.00
Cleaning rooms, making beds, cleaning washrooms)		
Sweeping and mopping halls.)		
12th floor Officers' and Staff Rooms)		100.00
Cleaning rooms, making beds, cleaning washrooms)	37.00	100.00
and halls.)		
Linen Man	25.00	
Seamstress	25.00	
Assistant to Manager	35.00	
Night cleaners - cleaning Sub-Basement, Main Hall and stairways; Game Rooms and Reading Rooms; Washrooms on 2nd and 3rd floors.	96.00	
Cleaners for relief work.	30.00	
Cleaners for relief work.	66.00	
If the bed rooms are to be left closed in the day time, same as the Officers' and Staff Rooms, add 6 women cleaners at \$15.00 per week.		
Cleaning Clinic, Halls, Stairways, and Service Entrance. Also toilets or offices in the rear of stage - 4th floor.	22.00	

TOTAL WEEKLY PAYROLL

749.00

26 weeks or (1/2 year) x 749.00 -

19,474.00

SERVICE DEPARTMENT

LAUNDRY DEPARTMENT

Estimated Budget for the New Annex from July 1st, 1928 to January 1, 1929.

Cost for additional help from July 1st, 1928 to January 1st, 1929.

Porters and Women Cleaners Wages (brought forward)		19,474.00
Wage for Service Manager - 10.00 per week		260.00
Supplies		50.00
Accident Insurance		394.68
Men and Women's Uniforms		75.00
Cleaning under the heading of	3,975.00	
Miscellaneous Services		800.00
	450.00	
Medical Supplies	100.00	250.00
Laundry and Linen	135.00	1,500.00
Repairs	115.00	---
Miscellaneous Costs	50.00	100.00
Supplies	<u>GRAND TOTAL</u>	<u>2,000.00</u>

Cost of the present laundry having to be closed down, taking out old machinery and placing the new, it will be necessary to send the laundry out - which will be over the cost of operating the present laundry of.....

750.00 per month

LAUNDRY DEPARTMENT

ated Budget for additional help from July 1st, 1928 to January 1st, 1929.

Man Workers	@	18.00 week	-	36.00 week		
"	@	24.00 "	-	72.00 "	48.00 per week	1,218.00
"	@	45.00 "	-	<u>45.00 "</u>		
		TOTAL PER WEEK		153.00	10.00 " "	850.00
					5.00 " "	130.00
Weeks or (1/2 year)	x	153.00	-		TOTAL	3,978.00
						<u>1,638.00</u>
Utilities						450.00
Supplies						100.00
Increase in Income				1,840.00		185.00
Electric Maintainance				<u>1,638.00</u>		115.00
Expenses				<u>202.00</u>		50.00
				GRAND TOTAL		<u>4,878.00</u>

Account of the present laundry having to be closed down
 bearing out old machinery and placing the new, it will
 necessary to send the laundry out - which will be over
 above the cost of operating the present laundry of.....

750.00 per month

BAGGAGE DEPARTMENT

Proposed Budget from July 1st to December 31, 1928

ESTIMATED SALARY COST

Additional men	@	24.00 per week	-	48.00 per week	1,248.00
----------------	---	----------------	---	----------------	----------

raises:

Baggage Master		10.00	"	"	260.00
----------------	--	-------	---	---	--------

Assistant Baggage Master		5.00	"	"	<u>130.00</u>
--------------------------	--	------	---	---	---------------

				TOTAL	<u>1,638.00</u>
--	--	--	--	--------------	------------------------

Increase in Income				1,840.00	
--------------------	--	--	--	----------	--

				<u>1,638.00</u>	
--	--	--	--	-----------------	--

SURPLUS				<u><u>202.00</u></u>	
----------------	--	--	--	----------------------	--

CAFETERIA AND RESTAURANT DEPARTMENT

ESTIMATED SALARY COST

FROM OPENING TO JANUARY 1, 1928-

			18.00
Manager		\$60.00 Week;	18.00
Assistant to Manager		30.00 Week;	18.00
Position No. 1-			30.00
1 Worker	⊙	18.00 Week;	18.00
1 Worker	⊙	20.00 Week;	18.00
Position No. 2			
1 Worker	⊙	18.00 Week;	18.00
1 Worker	⊙	18.00 Week;	18.00
1 Worker	⊙	18.00 Week;	18.00
			20.00
Position No. 3			18.00
1 Worker	⊙	18.00 Week;	18.00
1 Worker	⊙	18.00 Week;	18.00
1 Worker	⊙	18.00 Week;	18.00
1 Worker	⊙	18.00 Week;	18.00
Printer and Cashier Relief	1 ⊙	20.00 Week;	20.00
Printer	⊙	20.00 Week;	20.00
Cashier	⊙	20.00 Week;	20.00
Boys			
1 Worker	⊙	15.00 Week;	15.00
1 Worker	⊙	15.00 Week;	15.00
1 Worker	⊙	15.00 Week;	15.00
1 Worker	⊙	15.00 Week;	15.00

TOTAL CARRIED FORWARD:

\$374.00

Estimated Salary Cost Continued

Bright Forward		\$374.00
Estimated Income	25,207.00	
Attresses		
1 Estimated Food Cost	0,825.00	18.00
1 Estimated Salaries	2,016.00	18.00
1 Estimated Incidentals	<u>1,165.00</u>	18.00
Inf.	25,207.00	50.00
Head Cook		25.00
Vegetable Parer and Pot Washer		18.00
Dishwashers		
1		15.00
1		15.00
1		15.00
Bar		35.00
Server		25.00
Utility Man		18.00
Relief Helpers (Women)		
1		18.00
1		<u>18.00</u>
		<u>\$680.00</u> Week

Cafeteria and Restaurant Department

Estimated Income \$9,907.80

Estimated Food Cost 5,828.00

Estimated Salaries 2,914.20

Estimated Incidentals 1,165.60

\$9,907.80

*minutes
over*

- Michalis
- Burlingame
- Hobart
- Johnson
- Zabriskie
- Roppa
- Schmerhorn
- Bell
- Parsons
- Hobart
- Eggers
- Bance
- Dorrance

The minutes of the last meeting were read and

At the opening of the meeting the Chairman

announced to the Board the death of Mr. John E. Sarwind,

A honorary member of the Institute and formerly a member

of the Board and Chairman of the Campaign Committee or-

gained to raise funds to complete the new building.

Several members then spoke on the services of

Mr. Sarwind to the Institute and his keen and continued

interest in its work.

On motion duly made, seconded and carried, it

RESOLVED, that by the death of Mr. John E. Sarwind, the Seaman's Church Institute has lost one of its most helpful