

On motion of Mr. Doherty, the request of Mr. Musselman to be allowed to employ Mr. C. N. Rix as Assistant in the Farm Mechanics laboratory at \$60.00 per month to be paid from department funds, was granted, with the provision that the employment stop at the close of the short courses.

Mr. C. N. Rix as asst. in Farm Mechanics.

On motion of Mr. Beaumont, President Snyder, Prof. French and Dean Shaw were authorized to attend the meeting of the American Association of Agricultural Colleges and Experiment Stations at Atlantic City, Ga., at the expense of the College.

Granted to attend meetings at Atlantic City, Ga.

On motion of Mr. Beaumont, Prof. Eustace was authorized to attend the meetings of the American Association for the Advancement of Science and The Society for Horticultural Science, to be held at Cleveland, Ohio, during the Christmas vacation; Prof. Barrows to attend the meeting of the American Ornithologist Union at Cambridge, Mass., November 11th to 14th; Prof. Hedrick to attend the meeting of the American Economic Association at Boston during the Christmas vacation; and Dr. Lyman to attend the meeting of the United States Association of Veterinary Colleges at Chicago in December; all with expenses paid.

Parties granted to attend meetings.

On motion of Mr. Doherty, the Secretary was directed to distribute one hundred copies of "Michigan Bird Life" among selected publications.

To distribute copies of "M. B. L."

On motion of Mr. Woodman, the expense accounts of the board members and the Secretary were allowed.

Expense accounts.

On motion adjourned.

W. B. Brown
Secretary.

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MEETING OF THE STATE BOARD OF AGRICULTURE
President's Office

December 18, 1912.....2:00 P. M.

Present, President Snyder, Messrs. Graham, Doherty, Beaumont, and Woodman.

The minutes of the previous meeting were read and approved.

On motion of Mr. Beaumont, Prof. J. F. Baker's request for leave of absence for one year, beginning at the end of the winter term, with pay for six months was granted.

Granted leave of absence to Prof. Baker

On motion of Mr. Doherty, Assistant Prof. Sanford was granted permission to attend the meetings of the Eastern State Foresters at Lakewood, N. J. on January 6 and 7, and the meeting of the American Forestry Society at Washington, D. C. on January 8, with expenses paid.

Prof. Sanford to attend meetings of E.S. Forester

On motion of Mr. Woodman, the expenses of Mr. J. O. Linton, in attending the Winter Fair and Poultry Show at Guelph, Canada, were allowed.

To pay expenses of J.O. Linton.

On motion of Mr. Graham, it was decided to give a dinner to the members of the Michigan Live Stock Breeders and Feeders Association in the Women's Building at the time of their annual meeting at the College.

Dinner to be given to Mich L.S.B. & F. Asso.

Additional
Employees.

On motion of Mr. Doherty, the matter of additional employees for the departments of Entomology, Soils and Civil Engineering, was referred to the Committee of Employees.

Room deposit
fee.

On motion of Mr. Beaumont, the recommendation of the Registrar that the room deposit fee be paid at the time of the assignment of room, was adopted.

Apportion-
ments.

On motion of Mr. Beaumont, the following apportionment for the six months period ending June 30, 1913, was approved:

Advertising	1500.00
Agricultural Education	500.00
Athletics	None
Bacteriological	None
Botanical	725.00
Chemical	3500.00
Civil Engineering	500.00
Cleaning	1000.00
College Extension	2500.00
Contingent Building	None
Crops	450.00
Drawing	175.00
Dean's Office	712.00
Electric Lighting	1000.00
English	174.00
Entomology	500.00
Farm & Horses	1474.00
Forestry	1670.00
Freight & Cartage	985.00
Heating	10000.00
History	170.00
Horticultural	3377.00
Hospitals	200.00
Library	2041.00
Mathematical	None
Mechanical	4225.00
Meteorology	25.00
M. A. C. Record	400.00
Military	450.00
Miscellaneous	None
Office, President's	300.00
Office, Secretary's	800.00
Physical	900.00
Registrar	1250.00
Salaries	95000.00
Special Courses	900.00
Telephones	500.00
Veterinary	1600.00
Women's	1250.00
Zoological	700.00
Animal Husbandry	1938.00
Dairy Husbandry	1835.00
Farm Mechanics	410.00
Poultry	1000.00
Soils	300.00
Farm Management	600.00
	<hr/>
	147536.00

Allowed
bill of
Mr. Bowd.

On motion of Mr. Graham, the bill of Mr. Bowd for services as architect, amounting to \$1383.95, was allowed, with the provision that the item of \$269.85 for plans and specifications for Anatomical and Surgical laboratories shall be credited to the College when the architect's work shall have been fully completed and the building built.

Report of
accounts of
A.M. Brown,
Secretary.

On motion of Mr. Graham, the following report of the examination of the accounts of A. M. Brown, Secretary, by the State Accountant, was made part of the board records:

November 23, 1912.

Hon. Robert D. Graham,

President State Board of Agriculture,
Grand Rapids, Michigan.

Dear Sir,-

Enclosed find statement covering the examination of the accounts of Mr. A. M. Brown, as secretary of the Michigan Agricultural College. This examination takes up the accounts as they appear at the close of business on November 21, 1912.

Page 1 is a condensed statement showing the condition of the accounts of the secretary. Pages 2 to 8 inclusive are auxiliary statements summarized upon page 1.

You will notice by page 1 that the cash in the bank to the credit of the secretary and the demands of the institution accounts exactly agree.

Very respectfully,

Dictated by
Fred Z. Hamilton
General Accountant.

Oramel B. Fuller,
Auditor General.

(A)
East Lansing, Michigan, November 22, 1912.

Financial statement in connection with the examination of A. M. Brown, Secretary Michigan Agricultural College.
Balance on hand as shown by last account current on file in this department for the month ending October 31, 1912, \$38,373.67
Add receipts since as per sheet "B" 3,856.56
Amount available to date \$42,230.23
Deduct disbursements as per sheet "C" 8,184.86
Balance on hand at close of day November 21, 1912, as per Institution accounts \$34,045.37

Financial Statement

Cash in hands of Secretary
as per sheet "D" night of November 21, 1912 \$.00
Bank balance of Secretary as per sheet "E" at close of business Nov. 21, 1912 \$38,673.24
Deduct outstanding checks as per sheet "G" night of November 21, 1912, 4,627.87 34,045.37
Cash in Secretary's hands and in bank at close of day November 21, 1912, 34,045.37
\$.00

Very respectfully,

Fred Z. Hamilton,
General Accountant.

(B)

Statement of receipts at the Michigan Agricultural College since October 31, 1912, to November 21, 1912, inclusive, as shown by triplicate receipts furnished by the institution.

Statement of receipts

Date.	Name.	Amount.
1912.		
Nov. 1	City National Bank - Interest	\$101.41
9	A. M. Brown, Secretary - Sundries	1,591.66
	" " Licenses	18.00
	" " Students fees	30.00
16	" " Club Fees	21.75
	E. F. Hock Students fees	4.00
	R. A. Colgan	1.25
	B. M. Gill, et al Nursery licenses	14.00
	A. M. Brown, Secretary - Sundries	2,074.49
		<u>\$3,856.56</u>

(C)

Statement of disbursements at the Michigan Agricultural College since October 31, 1912, to November 21, 1912, inclusive as shown by vouchers furnished by the institution.

Statement of disbursements.

Date.	Name.	Amount.
1912.		
Nov. 4	93737 W. F. Raven	\$9.73
	8 A. J. Patten	7.89
	9 Secretary of State	3.00
6	40 Pittsburg-Buffalo Co.	520.23
	1 Lansing Fuel & Gas Co.	86.55
	2 " " " "	8.63
	3 Durand Creamery Co.	304.36
	4 J. O. Linton	22.32
	5 L. M. Geismar	14.22
	6 Chas. Dodd	5.50
	7 L. J. Sivian	9.00
	8 A. H. Buehler	56.84
	9 L. E. Gay	6.00
	50 L. G. Carpenter	2.50
13	1 C. A. Tuler	96.46
	2 Chas. J. Oviatt	9.42
	3 F. F. Riddell	29.66
	4 C. L. Coffeen	.58

(C) continued.

1912:			
Nov. 13	5	Sadie J. Bates, et al(Labor pay-roll)	1,165.79
	6	F. O. Adams, et al	169.91
	7	H. J. Eustace	3.18
	8	U. S. Express Co.	41.54
	9	L. S. & M. S. R. R.	109.89
	60	M. C. R. R. Co.	45.31
	1	American Express Co.,	112.02
	2	R. I. Shaw	23.62
	3	Holstein-Fresian Asso. of America	4.75
	4	J. N. Caskanett	35.00
	5	American Express Co.,	4.40
	6	J. C. Hays, Jr.	34.70
	7	J. F. Wolta	6.34
14	8	C. H. Spurway	3.71
15	9	C. L. Coffeen	4.24
	70	L. H. Barnum	57.12
	1	Bixby Supply Co.	2.85
	2	A. R. Potts	10.89
	3	"	10.94
16	4	R. L. Nye	32.44
19	5	W. H. French	65.34
20	6	Robt. Smith Printing Co.,	278.21
	7	Dawrence & Van Buren Printing Co.	114.71
	8	"	359.60
	9	A. M. Brown	10.64
21	80	Thos. Gunson	6.38
	1	R. H. Pettit	3.63
	2	P. M. R. R.	674.98
	3	Michigan State Telephone Co.,	14.25
	4	Allen printing Co.,	17.82
	5	Butler & Tangavin Lumber Co.,	12.80
	6	The Briggs Co.,	3.30
	7	Bludeau & Siebert	62.20
	8	Breisch & Co.	172.00
	9	John Buehler	2.59
	90	Club Boarding Asso.	2.10
	1	Dancer-Brogan Co.,	55.64
	2	A. M. Emery	21.70
	3	Lansing Sheet Metal Works	8.29
	4	Hugh Lyons & Co.	10.75
	5	Michigan Supply Co.	87.12
	6	C. R. Madison	508.40
	7	M. A. C. Bockbuying Asso.	10.40
	8	Keuffel & Esser Co.	.69
	9	Central Scientific Co.	93.21
	800	C. J. Rouser	14.00
	1	Standard Oil Co.	36.80
	2	Valley City Desk Co.	66.00
	3	G. R. Wildern	219.84
	4	Linn Produce Co.	518.67
	5	Lansing Fuel & Gas Co.,	4.50
	6	Michigan Butter & Egg Co.	8.75
	7	A. C. Rolier	4.62
	8	Rand-McNally & Co.	.54
	9	Wynkoop Hallenbeck Crawford Co.	436.39
	10	Kenneth Anderson Co.	137.50
	11	J. C. Moringer Co.	3.50
	12	G. W. Benriter	26.77
	13	Capital Casting Co.	28.65
	14	Peerless Wire Fence Co.	4.96
	15	Ohio & Michigan Sand & Gravel Co.	2.37
	16	Bockstanz Bros	18.96
	17	Bascom & Smith	13.00
	18	J. B. Ford Co.,	5.00
	19	J. T. Clark	947.48
	20	E. Dietzgen Co.	9.45
	21	National Grocery Co.	2.40
	22	Alert Pipe & Supply Co.	3.43
	23	F. S. Webster Co.	3.00
			\$8,184.86

(D)

Statement
of Cash.

Cash in hands of A. M. Brown, Secretary at the close of business
November 21, 1912, as follows:

Currency			
Specie			
Nickels, Pennies, etc.			
Cash items			
Total			None
	CLASSIFICATION.		
Currency.	Speice.	Nickels, Pennies, etc.	
	GOLD		
\$100 bills	\$20 pieces	5	cent
50 "	10 "	3	"
20 "	5 "	2	"
10 "	2.50 "	1	"
5 "			
3 "			
		Footings	

(D) cont'd

CLASSIFICATION. cont'd,

Currency.	SILVER.
\$2 bills	\$1.00 Pieces
1 "	50 "
"	25 "
Footings	20 "
	10 "
	5 "
	3 "
	Footings

Cash items:

Nothing

(E)

Lansing, Mich., Nov. 22, 1912.

Cashier City National Bank,
Lansing, Mich.

Dear Sir:

Please fill blank below, balance his account at date indicated and return bank book and canceled checks to Mr. A. M. Brown, Secretary. But if it is not convenient to balance book and return canceled checks as requested, kindly give list of checks paid by you and not previously returned. Make up this list on form "F" herewith, and give number, cate, name and amount of each check and greatly oblige.

Yours truly,
Fred Z. Hamilton
General Accountant.

The condition of the above named officer's account, as shown by the books of this bank at the close of business November 21, 1912, was as follows:

Balance due him	\$38673.24
Amount overdrawn by him	\$-----
The checks paid by this bank and not delivered amount as per sheet "F" to	\$-----

Very respectfully,
F. J. Hopkins
Cashier.

(G)

List of checks outstanding at close of bank hours Nov. 21, 1912.
No. 93823 Date Nov. 21, 1912. Name F. S. Webster Co.
Amount \$3.00 of last check drawn prior to date of examination. Also list of Vouchers paid thereby.

List of checks outstanding.

List of vouchers paid thereby.

No.	Date.	Name.	Amount.
	1912.		
91842	3/26	Earl Allen	\$36.07
92372	5/27	C. L. Mann	2.00
92779	7/8	Opher Coal Mining Co.	50.40
93329	9/17	U. S. Dept. Agri.	10.50
93705	10/28	Journal of Medical Research	4.00
93745	11/7	L. M. Giesner	14.22
93746	"	Chas. Doedt	5.50
93747	"	L. J. Sivian	9.00
93750	"	L. G. Carpenter	2.50
93753	"	F. T. Riddell	29.66
93763	11/13	Holstein-Fresian	4.75
93764	"	J. N. Caskanett	35.00
93767	"	J. F. Wojta	6.34
93770	"	L. H. Barnum	57.12
93775	11/19	W. H. French	65.34
93779	11/20	A. M. Brown	10.64
93780	11/21	Thos. Gunson	6.38
1	"	R. H. Pettit	3.63
2	"	P. M. Ry. Co.	674.98
3	"	Mich.St. Tel. Co.	14.25
4	"	Allen Printing Co.	17.82
5	"	Butler & Langavin Lumber Co.	12.80
6	"	The Briggs Co.	3.30
7	"	Bludeau & Siebert	62.20
8	"	C. Breisch & Co.	172.00
9	"	John Buehler	2.59
90	"	Club Boarding Asso.	2.10
1	"	Dancer-Brogan Co.	55.64
2	"	A. M. Emery	21.70
3	"	Lansing Sheet Metal Works	8.29
4	"	Hugh Lyons & Co.	10.75
5	"	Michigan Supply Co.	87.12
6	"	C. R. Madison	508.40

Date.	Name.	Amount.
1912.		
3/26	Earl Allen	\$36.07
5/27	C. L. Mann	2.00
7/8	Opher Coal Mining Co.	50.40
9/17	U. S. Dept. Agri.	10.50
10/28	Journal of Medical Research	4.00
11/7	L. M. Geisner	14.22
"	Chas. Doedt	5.50
"	L. J. Sivian	9.00
"	L. G. Carpenter	2.50
"	F. T. Riddell	29.66
11/13	Hobstein-Fresian	4.75
"	J. N. Caskanett	35.00
"	J. F. Wojta	6.34
"	L. H. Barnum	57.12
11/19	W. H. French	65.34
11/20	A. M. Brown	10.64
11/21	Thos. Gunson	6.38
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"	Lansing Sheet Metal Works	8.29
"	Hugh Lyons & Co.	10.75
"	Michigan Supply Co.	87.12
"	C. R. Madison	508.40

List of checks outstanding. Also list of vouchers paid thereby

150 copies of "M. B. L." to St. Lib'n. State Librarian with One Hundred Fifty copies of "Michigan Bird Life".

Referred sale of land to Mr. Doherty. On motion of Mr. Graham, the matter of the sale of certain burned and down timber in Alcona County was referred to Mr. Doherty with the provision that it shall not be sold for less than Five Dollars per Thousand.

Dr. Beal's manuscript referred to a committee. On motion of Mr. Graham, the manuscript of Dr. Beal's history of the College was referred to a committee, consisting of Prof. Johnston, Dr. Kedzie and Mr. C. J. Monroe for the purpose of revising and editing the work.

Miss Yakeley to attend meet- of registrars at Philadelphia, in February, with expenses paid. On motion of Mr. Doherty, Miss Yakeley was permitted to attend the meeting of registrars at Philadelphia, in February, with expenses paid.

Resignation of Miss Gilbert and app'ment of Miss Rau. The Secretary reported the resignation of Miss Gilbert as clerk in his office and the appointment of Miss Louise Rau, at the same salary.

Allowed exp. of Board members. On motion of Mr. Woodman, the expense accounts of board members, were allowed.

On motion adjourned.

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