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Twenty-Sixth Meeting

NORTH AMERICAN DIVISION COMMITTEE ON ADMINISTRATION

February 7, 1963, 11:00 A.M.

PRESENT:

M. V. Campbell, E. W. Dunbar, R. C. Barger, W. R. Beach, O. A. Blake, F. L. Bland, M. V. Campbell, E. W. Dunbar, N. W. Dunn, Richard Hammill, W. J. Harris, R. R. Hegstad, Mazie Herin, M. Carol Hetzell, W. J. Keith, J. C. Kozel, M. E. Loewen, H. W. Lowe, Theodore Lucas, C. E. Moseley, Jr., W. E. Murray, G. R. Nash, J. R. Nelson, C. E. Palmer, J. W. Peeke, F. L. Peterson, L. A. Skinner, Clark Smith, A. F. Tarr, R. S. Watts, A. L. White

OTHERS PRESENT:

A. W. Cormack, D. A. Delafield, H. T. Elliott, E. B. Hare, N. W. Litchfield, L. L. Moffitt, A. V. Olson

MINUTES of the meeting held January 31, 1963 were approved.

CHARLES SLATTERY--ATLANTIC UNION COLLEGE:

VOTED, To pass on to the Central Union Conference and Union College a call from the Atlantic Union Conference for Charles Slattery, to serve as Chemistry Teacher in Atlantic Union College.

H. D. HENRIKSEN--NORTHERN CALIFORNIA CONFERENCE ASSOCIATION:

VOTED, To pass on to the Canadian Union and Ontario-Quebec Conference a call from the Pacific Union Conference for H. D. Henriksen, to serve as a Field Representative for the Northern California Conference Association.

STANLEY C. HARRIS--CENTRAL CALIFORNIA CONFERENCE:

VOTED, To pass on to the North Pacific Union Conference a call from the Pacific Union Conference for Stanley C. Harris, to be an Evangelist in the Central California Conference.

DORIS BEATHE--SOUTHERN MISSIONARY COLLEGE:

VOTED, To pass on to the Central Union Conference and Porter Hospital a call from the Southern Union Conference for Miss Doris Beathe, to connect with Southern Missionary College, Orlando campus, as Assistant Professor in Maternal Child Care.

JOAN ZABADY--SOUTHERN MISSIONARY COLLEGE:

VOTED, To pass on to the Atlantic Union Conference and New England Sanitarium and Hospital a call from the Southern Union Conference for Miss Joan Zabady, to connect with Southern Missionary College, Orlando campus, as Associate Professor in Medical-Surgical Nursing.

Adjourned at 11:05 A.M.

Prayer of dismissal by W. R. Beach.

M. V. Campbell, Chairman
E. W. Dunbar, Secretary
Katie Farney, Recording Secretary.

Twenty-Seventh Meeting

NORTH AMERICAN DIVISION COMMITTEE ON ADMINISTRATION

February 14, 1963, 11:20 A.M.

PRESENT:

F. L. Peterson, E. W. Dunbar, R. C. Barger, O. A. Blake, F. L. Bland, N. W. Dunn, J. E. Edwards, T. R. Flaiz, M.D., T. S. Geraty, Richard Hammill, J. C. Kozel, M. E. Loewen, H. W. Lowe, Theodore Lucas, G. M. Mathews, D. A. McAdams, C. E. Moseley, Jr., W. E. Murray, G. R. Nash, J. R. Nelson, Lawrence Nelson, C. E. Palmer, W. L. Pascoe, J. W. Peeke, F. L. Peterson, W. A. Scharffenberg, V. W. Schoen, H. D. Singleton, F. A. Soper, A. F. Tarr, W. H. Teesdale, C. L. Torrey, A. L. White

OTHERS PRESENT:

A. W. Cormack, D. A. Delafield, H. T. Elliott, E. B. Hare, N. W. Litchfield, L. L. Moffitt, A. V. Olson

MINUTES of the meeting held February 7, 1963 were approved.

U.S. TREASURY DEPARTMENT INTERNAL REVENUE SERVICE--
RULES RE KEEPING OF RECORDS:

New rules concerning the keeping of records, as required by the Internal Revenue Service of the U.S. Treasury Department, were presented. It was

VOTED, To record these rules for the information of our workers, as follows:

NEW RECORDKEEPING RULES FOR 1963

U.S. Treasury Department
Internal Revenue Service
Document No. 5049 (1-63)

Documentary evidence is required to support all expenditures for lodging while you are traveling away from home and for any other expenditure of \$25 or more, except that where such evidence is not readily available for transportation charges it will not be required. Documentary evidence is a receipt, paid bill or similar evidence sufficient to support an expenditure.

Documentary evidence will ordinarily be considered adequate to support an expenditure if it discloses the amount, date, place, and essential character of the expenditure. For example, a hotel receipt is sufficient to support expenditures for business travel if it contains the name and location of the hotel, the date or dates you stayed there, and separate amounts for charges such as for lodging, meals, and telephone. Similarly, a restaurant receipt is sufficient to support an expenditure for a business meal if it contains the name and location of the restaurant, the date and amount of the expenditure, and, if a charge is made for an item other than meals and beverages, an indication that such is the case.

Some documents are not adequate evidence. A canceled check, together with a bill from the payee, ordinarily will establish the element of cost. However, a canceled check drawn payable to a named payee will not by itself support a business expenditure without other evidence to show that the check was used for a certain business purpose. Page 12.

Accounting to your employer in 1963 means that you submit to him an account book, diary, statement of expenses, or similar record maintained by you in which the information as to each element of an expenditure is recorded at or near the time you made the expenditure, together with supporting documentary evidence, all described above under the 1963 rules. You must account for all amounts received from him during the tax year as advances, reimbursements, or allowances (including those charged directly or indirectly to him through credit cards or otherwise) for travel, entertainment, and gifts. In other words you must submit to him the same type of records and supporting documentary evidence which you would be required to maintain to substantiate such deductions on your own 1963 return.

If the Internal Revenue Service determines that an employer's travel allowance practices are not based on reasonably accurate estimates of travel costs, including a recognition of cost variances encountered in different localities, the employees of that employer will not be deemed to have accounted to their employer, and will be required to substantiate the expenditure according to the rules of this pamphlet. Page 13.

MR. AND MRS. M. O. GRECIAN--OSHAWA MISSIONARY COLLEGE:

VOTED, To pass on to the Pacific Union and Southeastern California Conferences a call from the Canadian Union Conference for Mr. and Mrs. M. O. Grecian, of San Pasqual Academy, to connect with Oshawa Missionary College, Mrs. Grecian to work in the bindery, and Mr. Grecian on the farm.

SANDRA JULIUS--ENTERPRISE ACADEMY:

VOTED, To pass on to the Northern Union and Minnesota Conferences a call from the Central Union Conference for Miss Sandra Julius, of Maplewood Academy, to connect with the Kansas Conference, for service at Enterprise Academy.

MYRTLE SATHER--KETTERING MEMORIAL HOSPITAL:

VOTED, To pass on to Miss Myrtle Sather, a returned missionary from the Southern African Division, a call from the Columbia Union Conference for her to connect with Kettering Memorial Hospital, Dayton, Ohio, as Assistant Director of Nursing Service.

MRS. GLADYS LARSON--KETTERING MEMORIAL HOSPITAL:

VOTED, To pass on to the Northern Union and Minnesota Conferences a call from the Columbia Union Conference for Mrs. Gladys Larson, of Maplewood Academy, to connect with Kettering Memorial Hospital, Dayton, Ohio.

J. RUSSELL SHAWVER--KETTERING MEMORIAL HOSPITAL:

VOTED, To pass on to the Central Union Conference and Boulder Memorial Hospital a call from the Columbia Union Conference for J. Russell Shawver, to connect with Kettering Memorial Hospital, Dayton, Ohio, as Assistant Administrator.

JUDY GRAY--HINSDALE SANITARIUM AND HOSPITAL:

VOTED, To pass on to the Central Union and Nebraska Conferences a call from the Lake Union Conference for Miss Judy Gray, to connect with the Hinsdale Sanitarium and Hospital as Medical Secretary.

MARIE JOURNEY--OREGON CONFERENCE:

VOTED, To pass on to the Central Union and Missouri Conferences a call from the North Pacific Union Conference for Miss Marie Journey, to connect with the Oregon Conference as a church school teacher.

RICHARD DICKINSON--COLLEGEDALE ACADEMY:

VOTED, To pass on to the Columbia Union and Ohio Conferences a call from the Southern Union Conference for Richard Dickinson, of Mount Vernon Academy, to serve as Bible teacher at Collegedale Academy.

E. D. MCGHEE--COLLEGEDALE ACADEMY:

VOTED, To pass on to the North Pacific Union and Montana Conferences a call from the Southern Union Conference for E. D. McGhee, of Mount Ellis Academy, to connect with Collegedale Academy as Director of Band, to build up instrumental and band programs in the Spalding Elementary School at Collegedale, Tennessee, and the Collegedale Academy.

MRS. MILDRED WILLIS--SOUTHEASTERN CALIFORNIA CONFERENCE:

VOTED, To pass on to the Southwestern Union Conference a call from the Pacific Union Conference for Mrs. Mildred Willis, to join the staff of the Southeastern California Conference as Office Secretary.

Adjourned at 11:30 A.M.

Prayer of dismissal by A. V. Olson.

F. L. Peterson, Chairman
E. W. Dunbar, Secretary
Katie Farney, Recording Secretary

Twenty-Eighth Meeting

NORTH AMERICAN DIVISION COMMITTEE ON ADMINISTRATION

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February 21, 1963, 10:40 A.M.

PRESENT:

W. E. Murray, E. W. Dunbar, Wesley Amundsen, R. A. Anderson, R. C. Barger, W. R. Beach, M. V. Campbell, N. W. Dunn, J. E. Edwards, T. R. Flaiz, M.D., J. O. Gibson, Richard Hammill, W. J. Harris, R. R. Hegstad, M. Carol Hetzell, D. S. Johnson, Werber Johnson, J. C. Kozel, M. E. Loewen, H. W. Lowe, Theodore Lucas, D. A. McAdams, C. E. Moseley, Jr., G. R. Nash, J. R. Nelson, Lawrence Nelson, C. E. Palmer, W. L. Pascoe, J. W. Peeke, F. L. Peterson, W. E. Phillips, C. E. Randolph, M.D., M. H. Reeder, L. B. Reynolds, A. H. Roth, V. W. Schoen, L. A. Skinner, A. F. Tarr, W. H. Teesdale, C. L. Torrey, E. R. Walde, R. S. Watts, A. L. White

OTHERS PRESENT:

A. W. Cormack, H. T. Elliott, C. D. Forshee, L. L. Moffitt, A. V. Olson, R. Ruhling

MINUTES of the meeting held February 14, 1963 were approved.

PACIFIC UNION CONFERENCE--

ARIZONA CONFERENCE SENIOR CITIZENS' HOME:

The Pacific Union Conference has presented a request for authorization to reserve twenty acres of land property owned by the Arizona Conference for the development and operation of a Senior Citizens' Home, in order to obtain an FHA loan.

VOTED, That authorization be given for twenty acres of land owned by the Arizona Conference at Thunderbird Academy to be reserved for transfer to a holding corporation, which will develop and operate a Senior Citizens' Home.

JOSEPH MELASHENKO--CHESAPEAKE CONFERENCE:

VOTED, To pass on to the Atlantic Union Conference and Bermuda Mission a call from the Columbia Union conference for Joseph Melashenko, to connect with the Chesapeake Conference as Pastor of the Hagerstown District.

MERLIN MORFORD--PACIFIC UNION COLLEGE:

VOTED, To pass on to the Columbia Union Conference and Columbia Union College a call from the Pacific Union Conference for Merlin Morford, to serve as Physical Education Teacher at Pacific Union College.

MRS. GERTRUDE BATTLE--NORTHERN CALIFORNIA CONFERENCE:

VOTED, To pass on to the Columbia Union and Potomac Conferences a call from the Pacific Union Conference for Mrs. Gertrude Battle, to connect with the Northern California Conference as a Bible Instructor.

DON HUFT--ARIZONA CONFERENCE:

VOTED, To pass on to the Northern Union and North Dakota Conferences a call from the Pacific Union Conference for Don Huft, of Sheyenne River Academy, to connect with the Arizona Conference as a Teacher in the Tempe Elementary School.

MRS. IA
^ CARRIE CHRISTENSEN--PARADISE VALLEY SANITARIUM AND HOSPITAL:

VOTED, To pass on to the Southern Union Conference and Takoma Hospital and Sanitarium a call from the Pacific Union Conference for Mrs. Carrie Christensen, to connect with the Southeastern California Conference, to serve on the Nursing staff of the Paradise Valley Sanitarium and Hospital.

MRS. MARY BELLE THOMPSON--ORANGEWOOD ACADEMY:

VOTED, To pass on to the Southwestern Union and Texas Conferences a call from the Pacific Union Conference for Mrs. Mary Belle Thompson, of the Dallas Junior Academy, to connect with the Southeastern California Conference as a Teacher in the Elementary Division of Orangewood Academy.

ERNIE CLIFTON--ARIZONA CONFERENCE:

VOTED, To pass on to the Southwestern Union and Texas Conferences a call from the Pacific Union Conference for Ernie Clifton, to connect with the Arizona Conference as an Elementary Teacher in the Patagonia Elementary School.

SAKAE FUCHITA--SOUTHERN CALIFORNIA CONFERENCE:

VOTED, To pass on to Sakae Fuchita, a returned missionary from Japan, a call from the Pacific Union Conference for him to serve as a Literature Evangelist in the Southern California Conference.

DONALD EUGENE CLARK--MINISTERIAL INTERNSHIP GEORGIA-CUMBERLAND CONFERENCE:

VOTED, To grant Ministerial Internship to the Southern Union Conference for Donald Eugene Clark, to serve in the Georgia-Cumberland Conference, beginning September 1, 1962.

CANADIAN UNION CONFERENCE--REQUESTS:

A request has come from the Canadian Union Conference for assistance in starting an evangelistic program in the Manitoba-Saskatchewan Conference. They are planning to hold a Field School of Evangelism in the capital city of Regina, Saskatchewan.

VOTED, To make available to the Canadian Union Conference \$2,500 (Canadian dollars) from the Large City Evangelism Fund for the evangelistic program in the Manitoba-Saskatchewan Conference.

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CANADIAN UNION CONFERENCE--REQUESTS (concluded):

The Canadian Union Conference has presented a request for aid from the Large City Evangelism Fund to strengthen the "It Is Written" program in the Ontario-Quebec Conference.

VOTED, To authorize an allocation of \$5,000 (Canadian dollars) from the Large City Evangelism Fund to the Canadian Union Conference for the Ontario-Quebec Conference.

Adjourned at 11:20 A.M.

Prayer of dismissal by C. E. Palmer ✓

W. E. Murray, Chairman
E. W. Dunbar, Secretary
Katie Farney, Recording Secretary

Twenty-Ninth Meeting

NORTH AMERICAN DIVISION COMMITTEE ON ADMINISTRATION

February 28, 1963, 11:30 A.M.

PRESENT:

R. S. Watts, W. P. Bradley, W. R. Beach, M. V. Campbell, Theodore Carcich, E. W. Dunbar, N. W. Dunn, K. H. Emmerson, T. R. Flaiz, M.D., J. C. Kozel, F. R. Millard, W. E. Murray, Lawrence Nelson, C. E. Palmer, W. L. Pascoe, J. W. Peeke, W. E. Phillips, W. A. Scharffenberg, H. D. Singleton, A. F. Tarr, A. L. White

OTHERS PRESENT:

A. W. Cormack, H. T. Elliott, N. W. Litchfield, R. Ruhling

MINUTES of the meeting held February 21, 1963 were approved.

E. C. HEDRICK, M.D.--BATES MEMORIAL MEDICAL CENTER:

VOTED, To pass on to E. C. Hedrick, M.D., returning permanently from the Far Eastern Division, a call from the Atlantic Union Conference for him to connect with the Bates Memorial Medical Center, in Yonkers, New York.

LEAH RAE SPICKARD--COLORADO CONFERENCE:

VOTED, To pass on to the Lake Union and Michigan Conferences a call from the Central Union Conference for Miss Leah Rae Spickard, to connect with the Colorado Conference as a Teacher.

H. A. SCHAEFER--WEST PENNSYLVANIA CONFERENCE:

VOTED, To pass on to the Northern Union and Iowa Conferences a call from the Columbia Union Conference for H. A. Schaefer, to serve as a Pastor in the West Pennsylvania Conference.

DOROTHY DALES--WASHINGTON SANITARIUM AND HOSPITAL:

VOTED, To pass on to the Southern Union Conference a call from the Columbia Union Conference for Miss Dorothy Dales, to connect with the Washington Sanitarium and Hospital as Secretary to the Administrator.

RICHARD WITHERS--OREGON CONFERENCE:

VOTED, To pass on to the Lake Union and Michigan Conferences a call from the North Pacific Union Conference for Richard Withers, to teach the upper grades in Cedar Creek, Oregon Conference.

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February 28, 1963

JOHN CARPENTER--GLENDALE SANITARIUM AND HOSPITAL:

VOTED, To pass on to the Central Union Conference and Porter Hospital a call from the Pacific Union Conference for John Carpenter, to connect with the Glendale Sanitarium and Hospital as Assistant Patients' Business Manager.

PEGGY BENNETT--SOUTHERN UNION CONFERENCE:

VOTED, To pass on to the North Pacific Union and Washington Conferences a call for Miss Peggy Bennett, to connect with the Southern Union Conference as Office Secretary in the YPMV Department.

HAROLD K. WEST--CAROLINA CONFERENCE:

VOTED, To pass on to the Atlantic Union and New York Conferences a call from the Southern Union Conference for Harold K. West, to serve as Pastor in the Charleston, South Carolina, Church.

Adjourned at 11:35 A.M.

Prayer of dismissal by A. W. Cormack.

R. S. Watts, Chairman
W. P. Bradley, Secretary
Katie Farney, Recording Secretary