



Key Note

Volume I

March, 1938

No. 5

MY TYPEWRITER -- A FRIEND IN DISGUISE

My typewriter is incorrigible. No matter how neatly the sentences are formed in my mind, the machine records ludicrous combinations of transposed letters, mixed up numbers and various signs. I am often astonished at what is written and even more astonished at the pidgin-English in which it appears. This habit of the machine forces me to rewrite many a letter.

Yet there are compensations. When I start to write an angry letter, and have to type it the fourth time before I can get it right, my wrath has cooled, and the tone and content of the letter has changed considerably.

No doubt my typewriter has saved a good many friends for me, and probably has kept me from making some enemies. The only misfortune is that it has not caused me to make enough revisions in some cases.

What I need now is some gadget that will go into gear automatically when my temperature reaches the boiling point, and write with disappearing ink, so that no trace of my letter can be found after thirty minutes.

Cautiously yours,

THE PIED TYPER



The look of surprise on Mrs. Williams' face as she unlocked her door the morning of February 8 changed to an expression of delight as she opened the large carton on her desk (from her friendship friend) to find a real birthday cake. And didn't it taste good! Her fellow workers at the front end of third floor can testify to that. We all thank you, dear Friendship Friend.

Evelyn Wells was happily surprised on February 15 to receive a veritable shower of greeting cards from the girls in the office. She wonders how so many people found out that she was having a birthday.

There are, Benjamin Franklin once wrote, three faithful friends--an old wife, an old dog, and ready money. If Poor Richard had lived in our day--and worked in our office--might he not have added a fourth--a friendship friend?

The M.V. baby arrived February 16 in the person of tiny seven-pound-thirteen-ounce Shirley Janet Edwards. The parents Le Roy and Ruth Edwards, are reported to be doing as well as expected.

The Sabbath School Department is completely staffed once again as Elder W.K. Ising has just arrived to take up his work.



Laddie (in the library) "Why do you leave so many empty spaces on the shelves?"

Miss Curtis: "To allow for expansion."

Laddie: "Do books expand in hot weather like bridges do?"

Our former "Hello Girl," Mae Reichard-Walin, stopped in Takoma Park over the week-end of February 19, to say "Hello" to all her friends here. She and her husband motored out from Oregon, making stops also in Pennsylvania and New Jersey.

Rosamond D. Ginther attended the Atlantic Union Sabbath School Secretaries' Convention and the Greater New York Conference Workers' Meeting in New York City over the week-end of February 26. She made a short stop in Philadelphia en route.

Since January 18, 1937, 976 volumes have been added to the General Conference library, and 1,456 volumes to the Seminary library, 627 of which were a gift from the late Elder C. C. Crisler, of China. With an average of four cards for each Seminary book, and five cards for each General Conference book this means at least 10,704 cards for the librarian to make.



BULLETIN: Feb. 16: Club membership now stands at fifty-seven and every member has paid her dues.

Evidently Boake Carter, well-known news commentator, is a favorite with many of the "Keepers of the Keys," as one whole row in a certain section of Constitution Hall was taken up by a dozen or so of the girls who found his lecture on "The Americas for Americans" intensely interesting.

The twins have been attending some very enlightening lectures in the city, and furnish this information: "Knowledge Vs. Personality. A recent survey showed that 15% of a person's success is due to knowledge and 85% to personality. A prominent psychologist gives the following hints for development of personality: Tell someone the interesting things you read. Make friendly overtures to those you do not like. Learn to make a proper introduction. Play competitive games, even if you don't care for them. Be connected with a group--church, Y.W.C.A., [Keepers of the Keys]--anything. Positively none of the so-called 'frank compliments.'"

Many General Conference employees helped to fill Constitution Hall Feb. 10 to receive liberal injections of Dale Carnegie's verbal personality serum. If the injections take, there will doubtless become evident a marked trend toward effective leadership, increased efficiency, and the winning of friends.

Until Virginia Butler can achieve her ambition to have a pipe organ in her home, she does the next best thing--takes lessons on the Hammond electric organ at the College. She practices in the College chapel each evening between five and six o' clock.

First vacation-of-the-year honors in the office go to Mrs. Irene Walters. She and her husband drove south with Elder Longacre, leaving Washington February 16, for a two-weeks' visit with their son, who is attending the Forest Lake Academy, Maitland, Florida.

Lela Wilcox, who recently underwent an operation, expresses sincere appreciation to the General Conference girls for the flowers and the satin and lace bed jacket they sent her.

Did you know that Edna Edeburn is writing a weekly column, "News Flashes from the Capital," for the Lodi (Calif.) News Sentinel?



THE SPONSOR

L I T E R A T U R E

FUN!! FUN! I

The title of a new book, "Take Care of Yourself," intrigued me and I bought it. The author, Jerome Ephraim, gives us a practical guide to health and beauty. Some of the topics treated are: Care of skin and teeth, checking dandruff, buying and using cosmetics, common colds, indigestion, constipation, weight reduction, antiseptics, the secret of sleep, etc. Published 1937 by Simon & Schuster, N.Y.C., 287 pages, price \$2.

This book mentions a fifteen-cent pamphlet on "Cosmetics and Applied Preparations," also issued in 1937 by the American Medical Association, 535 N. Dearborn St., Chicago. Although the information in both book and pamphlet is somewhat negative, it is valuable as a means of protection. The pamphlet invites those who wish further information to write its Bureau of Information, care of Medical Association. I received prompt reply to several inquiries I made.

One question I asked was in regard to the book, "Skin Deep," obtainable at the public library. They replied that this book is reliable, much of it based on facts from their Bureau's files.

Mable A. Hinkhouse.

You have often heard of the "Elite 400" and the "social swirl." There are only fifty-seven girls in our club, but every one is a good sport. We are going to take off our 1938 "social swirl," Sunday evening, March 6, at 7:45.

At this time we cannot say just what percentage of the girls will be present, but we are hoping for a 100 per cent representation at the Fire Hall that evening. A guarantee is offered for an unusual or impressive evening, but we promise you a grand good time. You will have a big trash barrel

A GOLD

"Good health! What a rare
We mourn it the moment it
We compass the world to reach
And failing, are wretched

When with us,
We treat it
Too often, a
We bind it

(Submitted by Dorothy S

S SPEAK



the door in which you may deposit all cares, worries, frets, and other mental burdens, and once inside you may give yourself over to minutes of fun and hours of good pleasure.

Edna Helms & Matilda Wyatt.

LIKE YOUR "FRIENDSHIP FRIEND"?

No need to ask! Of course you do! If you were not a Seventh-day Adventist and a friend whom you did not know sent you occasional bits of poetry, encouraging quotations, a hanky, a clever card-- or even a subscription to a magazine such as Signs of the Times or Watchman--wouldn't it kind o'warm

TREASURE

a treasure!

me;
e;
one;
blue it lightly,
though it were clay;
to our pleasure,
Fling it away.

always would give us good service
if its laws we would only obey;
constantly breaking its precepts
willfully drive it away."
an, Health Education Sponsor)

the deep corners of your heart and make you wish you knew that friend and the secret of her life?

At our last club meeting it was voted that each Keeper of the Keys should have the privilege of submitting the name of a friend, or the names of several friends, not now Seventh-day Adventists. These names will be drawn by those wishing to participate in this plan.

You who submit names will wish to write a little note to tell your friend about the plan.

Those drawing names may wish to sign their letters or gifts with their names, as there is slight probability of their ever meeting their new friends outside the realm of correspondence.

Who knows--perhaps your friend will be baptized before another spring comes. Marguerite Perkins.

Dear Religious Sponsor:

I am interested in the proposed exchange of names, and believe there are real possibilities for soul winning in it. I would like to join the club and submit the following name (or names):

Name

Address

Signature



Keys to the Office

contains remittances of varying amounts, offers of money as a gift or a loan or an investment; possibly a report on a legacy regarding which there seems to be no end of work; requests for counsel from the Treasurer on many, many points, all of which require some work on the part of the secretary. At certain times--and at all times!--there is dictation, and a variety of assigned work, the quantity and nature of which is often bewildering. But time must be found to compass it.

Let me think! Our Editor asks me to write a page on my work as secretary to the Treasurer. A line or two would be sufficient, for it is the doing of ANYTHING from setting the clock and sharpening pencils to dispatching an air mail letter pronto.

There are many contacts between the Treasurer and business men of the world, as well as members of our own organization, to be handled. And, individually, I have notarial services to render.

First of all, I am thankful for good health which enables one to be at his desk regularly--a prerequisite, whether the chief is in his office or out of town.

Come August, the work of compiling the budgets of the world field missions into one budget for the Autumn Council begins, the finishing off of which runs well into November. This, of course, necessitates release from some of the routine office work.

The mail is perhaps the first duty of the day. All mail addressed to the General Conference comes to the Treasurer, because the major part of it is financial. Of course, some, we find on opening it, is for other departments; apparently our Adventist world thinks of us as just one large family and is not wholly aware that the General Conference has twenty-three distinct departments. So the secretary opens the Treasurer's mail and assorts it.

As an inspiration to me in my earlier days of office work, I consider three things worthy of mention: The admonition of Charles Schwab to please at any cost; "The Message to Garcia," i.e., to accept and complete a commission without question as to how; and the rule of a senior

Our portion of the mail

friend who was secretary to an executive of one of the world's largest industries, to be at her desk regularly and to be easily and readily available at all times. M. Stella Fleisher

* * * *

SECRETARIAL SNAPSHOTS

Feb. 8--5:40 P.M. Thirty girls rose simultaneously. The first club meeting for 1938 had adjourned. "We're through early," someone said. Yes, we were, thanks to "Roberts' Rules of Order."

"What happened last night?" queried an absentee next day.

"Oh, the sponsors reported, and several business items were discussed," was the response.

"Won't you elucidate?"

"You should suffer for your absence by remaining ignorant; but I couldn't be so cruel, so--"

"T. Rose promised to pilot 'star-gazers' to the Observatory in May. Marguerite told of her plans, which included prayer bands, a Friendship Friend project for our non-Adventist friends, the making of scrap-books for invalid children. LaVerne generously offered the use of her kitchen as a laboratory for novice cooks. Book reviews and a trip to a newspaper office are included in Mabel's plans. Edna and Matilda promised a social soon.

"Business included the election of a third Distributor-

Typist; a vote of thanks to those responsible for our fine, modern cafeteria; a message of greeting to Lela Wilcox at the Sanitarium; and authorization for our Treasurer to ascertain the cost of club stationery.

"Here's my bus. I must run."

And the informant waved a gay "good-bye" from the bus.

* * * *

TIPS TO TYPISTS

The word "that" should not be used instead of the word "so," as follows:

"He needed a thousand dollars, but he did not ask for that much." Corrected: "He needed a thousand dollars, but he did not ask for so much--," or "for so much as that--."

THE KEY NOTE

Issued monthly by

THE KEEPERS OF THE KEYS
General Conference Office
Takoma Park, D. C.

Ruth Conrad
Thelma Wellman
Alice La Bonte
Marlan MacNell
Mary Paul

Editor.
Assistant
Distributor-Typist
Assistant
Assistant

Contributing Staff
(Officers and Sponsors)

Kathryn Jensen
Marie Mooney
Katie Farney
Evelyn Wells
Dolly Long
Jennie Flaiz

T. Rose Curtis
Edna Helms
Marguerite Perkins
Virginia Butler
Dorothy Steinman
LaVerne Case

Prices 50¢ per year, 7¢ per copy



FOR STENOGRAPHER-REPORTERS

By Roger Altman
(With Profuse Apologies to Kipling)

If you can keep your head when up above you
The words come tumbling like an avalanche;
If you can hold your pen with steady fingers,
And never feel like shaking in your boots;
If, unperturbed, without an extra quiver,
The purple outlines leap upon the page,
While with a smile serene and beatific,
You breast the foaming waves of righteous rage;
If you can sort the adjectives and adverbs,
If you can check the person and the tense;
If, when the preacher opens up the throttle,
You breeze along although the speed's intense;
If proper names of strange and fearful mixture
Spout like a geyser from his glib moustache,
While with a steadily increasing gusto
The cataracts of language pour and dash;
If with all this he has a brogue like custard,
And yet you always savvy vat he shpeek,--

Here, take the pen and ink, I've got the palsy,
You are the one and only shorthand sheik!