

9. The department of OSEA headquarters personnel shall not be such as to invite criticism.

10. Headquarters personnel must refrain from participation in Association politics.

11. Efforts should be made to acquaint new Board members with their responsibilities.

12. The Board should provide a means of evaluating the effectiveness of the Executive Secretary.

13. A copy of this report should remain in the headquarters files for ready access and reference.

14. The recommendations of the C.P.A., especially in reference to improvement of office procedures, should be adopted.

The following recommendations were made by the accountant (C.P.A.) and adopted by the committee:

1. A uniform billing date.

2. That membership billings be prepared at headquarters and sent to the chapter treasurer for mailing. A return envelope with the chapter treasurer's address should be enclosed. Chapter dues need not be uniform.

3. Delinquency notices and termination notices should be handled in like manner.

4. Rules for termination should be rigidly adhered to.

5. Investigation of custom IBM service should be made.

6. Most forms used should be printed and important ones prenumbered.

7. Form letters should be used where possible.

8. A new addressograph should be purchased.

9. A dictating machine should be purchased and a schedule adopted for typing letters.

TOP STATE OFFICIALS ELIGIBLE FOR OSEA GROUP INSURANCE

Constitutional provisions preclude elective officials and those appointed directly by the governor from obtaining a membership in OSEA. Therefore these officials have been denied protection under the generous insurance programs OSEA members have obtained through their organization.

Through action by the board of directors these officials may now avail themselves of OSEA's insurance benefits. Chapter insurance representatives may therefore accept applications (long form) for group insurance from those officials. The representative should indicate on the back of the application the title of the official and note that it is a non-member.

HELP WANTED

OSEA is looking for a combination informational representative and press agent. The job will entail some field work, largely that of helping chapters to set up and maintain good chapter organization including gathering and disseminating news and to establish good relationships with local news outlets. It will include writing material for publication in the Sentinel and also for all OSEA informational and promotional material.

The job will be equivalent to that of Informational Representative I with a salary range of \$326-\$420. Interested persons should make inquiry at OSEA headquarters.

Pete: "How about sitting on my knee?"

Patricia: "How about my husband?"

Pete: "He'll just have to stand."

HIGHWAY MAINTENANCE MAN SERIES BY-PASSED ON SALARY SCHEDULE

No provision for salary adjustments was made under the new pay schedule for the 1167 employees of the highway department who are classified as Highway Maintenance Men. This is the group of employees which was given a 40 hour work schedule in February of this year. A matter of concern is that some of the other classes of highway employees which had their workweek reduced to 40 hours at the same time were provided an opportunity for salary increases.

OSEA has called this matter to the attention of the highway department and to civil service, and both agencies have expressed a willingness to discuss the problem with OSEA representatives.

Headquarters office is following through on the problem.

RESULTS OF CHAPTER ELECTIONS

For District Director, the chapters have elected the following:

District	District Director	Chapter
1	Alfred Kelley	Mercury
2	Fred Mehl	Willamette
3	Walter Krueger	Coquille
4	Willard Cottingham	Bend
5	S. C. Earnest	EOSH
6	H. Ross Newcomb	Corvallis
7	Jo Einarson	Oregon Trail
8	R. M. Smith	Astoria
9	James Polley	Evergreen

Following are the chapter presidents-elect:

Chapter	Chapter
1—Bill Albright	36—J. L. Mitchell
2—Wm. Pitney	37—Owen Turner
3—Willard Cottingham	38—Hal Lehman
4—Dorr White	39—Clarence Cuyler
5—J. Claude Moore	40—M. J. Thompson
6—Walter Poole	41—No Report
7—Leonard Broaddus	43—No Report
8—Dustin King	45—No Report
9—Ray E. Brown	46—Myron Blades
10—B. D. Neavoll	47—Jess Baker
11—Rodney Polley	48—Leonard Kuhl
12—Richard Young	49—Wm. Strong
13—No Report	51—Ron Shay
15—James Wharton	52—Robert Omar
16—Robert Ford	53—Edward E. Capen
17—R. J. Lawrey	54—Elizabeth Davis
18—Hale Welch	56—Fred Champagne
19—George Dow	57—Elbert Outlaw
20—Kenneth Conover	58—Virgil Summers
21—James Jefferson	59—No Report
22—Geo. Van Dusen	60—Bill Hamilton
23—Geo. Sirnio	61—John Schrivner
24—Robert Flock	62—Darrell Guthrie
25—Eugene Manoc	63—Claude Shepherd
26—Chester Liechty	64—T. C. James
27—Bill Mills	65—Wesley Way
28—Lee Wolfe	66—Gerald Hurley
29—Karl Drlica	67—Geo. Gourley
30—Robert Butler	68—John O. Dart
31—Wm. Long	69—Bob Elgin
32—Larry Boyles	70—Dorothy Sanders
34—Fred Gink	71—James Lacey
35—Mary Thompson	72—J. L. LeMaster