

FOREIGN TRADE PLAN BEING WORKED OUT

New Secretary of Co-operative Federal Branch to Open Office in Chamber.

EXPERTS SENT ABROAD

American Importers and Exporters Will Be Kept in Touch With Markets of World by Special System of Reports.

Plans are being rapidly developed by the Chamber of Commerce to get its co-operative branch of the Bureau of Foreign and Domestic Commerce of the National Administration in full working shape. For the past two months Ansel R. Clark, who has been named secretary of this department by the Portland Chamber, has been in Washington studying the methods of work adopted by the National Government in promoting foreign commerce, and is expected home about September 10.

By the time of the return of Mr. Clark it is the purpose of the Department of Commerce and the local Chamber to have the Portland office fully equipped and to be put in shape to commence serving the maximum interests in foreign trade for all people of this territory. Reference books and maps will be furnished, and all of the confidential information furnished by the Bureau of Foreign and Domestic Commerce to the trade of the country will be made available at the Portland office.

Ten Attaches Assigned.

The United States, through the Department of Commerce, recently adopted the policy of establishing commercial attaches at the capitals of the principal foreign countries, with the result that there are now 11 of them covering practically every foreign country of importance. These experts in commerce look after the interests not only of the United States in general, in their respective territories, but of specific prospects for American manufacturers and producers.

Many Agents Experts.

The Bureau of Foreign and Domestic Commerce has commercial agents, many of them specialized in certain lines of manufacture, in nearly all parts of the world making critical studies of market conditions, openings for American goods, shipping facilities, foreign credits, foreign tariffs—in fact, all the details necessary for the American exporter to know in order to enter the field.

It is to this large class of American business men that the adequacy of the bureau's resources for obtaining information and disseminating it, is being strongly appealed. They are enabled to avail themselves of the expert foreign trade information furnished by the bureau's many agencies free of charge. The information gathered through the many agencies of the department, and especially that gathered by the Bureau of Foreign and Domestic Commerce, is forwarded to Washington, D. C., through the American Chamber of Commerce Reports and Supplements, Special Agents' Series, Special Consular Reports, Miscellaneous Series, Tariff Series, Commercial Agents' Lists, etc., and these are for distribution to all American manufacturers, exporters, producers, and business men in general.

It is the mode of distribution of the above information that is of interest to the public. The United States is divided into eight districts, and a branch office is located in some city of commercial importance in each district.

Branches Are Established.

Of course, there are a number of other cities in specified districts that are commercially strong enough to justify the establishment of a branch office, but the appropriation is not sufficient to supply branch offices to all the large commercial and industrial centers in the United States. Therefore, another policy has been adopted which has been proven to be of great benefit to the communities where it is put into effect.

This is the co-operative branch office. In a city of sufficient commercial and industrial importance a Chamber of Commerce or other commercial organization with a foreign trade department, the American Chamber of Commerce, the Portland Chamber of Commerce, the Philadelphia Chamber of Commerce, the South American Chamber of Commerce, the Railway at Chattanooga, Tenn., and the Portland Chamber of Commerce, Portland, Or.

STUDIO SWINDLE CHARGED

Max Hasenmayer Arrested on Complaint of Victim.

Max Hasenmayer, of the Western photostudio, Abington building, was arrested yesterday by City Detectives Price and Mallett on a charge of obtaining money by false pretenses. He will appear on Monday for trial in Municipal Court.

Complaint against Hasenmayer was filed by Clayton O. Green, a young photographer employed by the Angelsen commercial studio. On May 7 he gave Hasenmayer \$75, he says, the agreement being that upon the payment of \$125 additional he was to secure a half interest in the Western studio. Hasenmayer tendered his unsecured note for the advance.

The first payment was raised by Green's mother, who mortgaged her household furniture to raise the \$75. Green is the sole support of his mother and lives at 339 Jessup street.

MRS. HARLOW GOES EAST

Dancing Instructor to Attend Convention of Masters at Chicago.

Mrs. Frederick E. Harlow left last night for Chicago to attend the annual meeting of the American National Association of Masters of Dancing, to be held this week in the Hotel Blackstone, where she is interested.

CLERICAL WORK HELD TO MINIMUM AT MONMOUTH

One Woman Is Registrar, Secretary to President Ackerman and Keeps All Records of Normal School Without Appearance of Overwork.



Katie Dunsmore Macy

MONMOUTH, Or., Aug. 19.—(Special.)—Katie Dunsmore Macy is not only registrar of the Oregon Normal School, but she acts in two other capacities, each of which, if system were not employed, would require an employe in the office. She is secretary to President Ackerman, and normal school accountant.

The business office is cut into two parts, neither of which is large. The president occupies the east wing. The two rooms will not accommodate cumbersome systems for keeping student records, financial accounts or complications of the school, and furthermore the rooms are large enough, says President Ackerman, who claims that simplified systems save work, expense and worry.

Although the student body during the last Fall and Winter session numbered 500 and that during the 1916 Summer school \$23, the new plan of combined functions succeeded. By that is meant all the work was done and this without overwork.

When Summer students came into the office to enroll, Mrs. Macy received \$6.55 from each, which is the Summer enrollment fee. She wrote a receipt, and handed the student a package. It contained a catalogue of courses, enrollment blanks and directions. After the student filled in for himself the courses he had chosen, and had them O. K'd by the instructor, he had done half his own office work. He did the other half by filling a card giving his Monmouth residence, home residence, name of parents, their residence, date of entrance and class on one side; his name, number of room where he could be found any school period, and his seat number in chapel which had been assigned to him on the other side. When he went to file the card he filled out another similar one, which gave telephone numbers of his Monmouth residence and those of his parents at home.

The incoming students' records were filed then. The preliminaries consisted only in getting the student's credits from preparatory and other schools. Mrs. Macy, in the capacity of secretary, took all the president's dictations and wrote the letters. In addition some letters were written for faculty members who were corresponding for the school concerning teachers' credentials.

As accountant Mrs. Macy entered all debits and credits, covering every financial item of the school. By the use of numerous columns, saving any duplication of figures, the bookkeeping and accounting are minimized. One

corner of the business office is used to accommodate state claims which have been paid and returned from the State Department at Salem. These show the details in the expense accounts.

Work Done Quickly. The registrar's work started again when the Summer session ended. Grades were prepared. The instructors sent in complete lists. Mrs. Macy took a student's card and traced all the grades. The whole task was completed in less than a day and a half, and the students received their grades the day the session ended. Copying the students' records into a permanent ledger was a bigger task and this was done when the rush of Summer school was over.

President Ackerman, too, has adopted a simplified system for his own functions, similar to those he inaugurated in the business office. Simple and complete records are kept for purchasing. The president is purchasing agent, and secretary of the board of regents. He has personal supervision of the discipline of all students. In dealing with students he calls them to the office at specified periods of the day. They are summoned when President Ackerman calls the students' numbers in chapel. Much of the time ordinarily required in the routine of the day is eliminated by the use of numbers and students prefer the system to the use of names.

Duplicate Cards Kept. The president has one of the cards which the students filled out filed at his home in Monmouth. Where the student can be found anytime of day is the principal information. When a call from the student's home comes he loses no time in locating the student and seeing the message delivered.

By the use of cards and numbers and triple functions of the registrar and president, the danger of over system and office nuisances is eliminated, said President Ackerman. "Why have extra equipment and help when short cuts and simplified systems will do the work more satisfactorily?"

School District Elects Teachers. MARSHFIELD, Or., Aug. 19.—(Special.)—The East Side School Board has engaged the following teachers for the ensuing school year: Mrs. Selma Thomas, principal; Miss Annie Wickman, intermediate grades; Miss Ethel Stubbs, primary grades; Miss Vera Eyerly, Cooston School; Miss Nora Rich, Cooston primary grades.

Exciting for the men who do the work, as hunting big game. It is not the work for a nervous person. Animals prefer to keep clean in their own way and even a sodate, old elephant resents the artificial cleansing processes of civilization occasionally.

There are frequently some exciting moments during the hours when the manicuring parlor is being operated, which is generally in the late afternoon, between the afternoon and evening shows, when there is not a crowd of spectators around. Occasionally an elephant will become so obstreperous that it will require several men to hold him while his feet are being cared for.

Other animals in the big 198 cage menagerie that must submit to the indignities of manicuring are the tigers, the pumas and the leopards. Their nails must be trimmed at least twice a month, otherwise they become long and dangerous and they are apt to do harm to each other in the various cages.

The trimming of a tiger's toenails generally requires the assistance of at least five men and the job is accomplished with great difficulty.

MANICURING an elephant doesn't sound like an especially useful or important occupation for a full-grown man, but there are two men with the Barnum & Bailey circus, coming to Portland on September 8, that are employed for no other purpose but to care for the feet of the 41 elephants and a few other animals in the big menagerie.

Every elephant in the Barnum & Bailey herd, from old "Babe," 109 years old, to little "Sammy," of only five birthdays, must submit to a thorough manicuring every day while the circus is on the road. This prevents any of the animals from becoming lame, as would be the case if proper attention were not given to the feet, as this is the tenderest part of an elephant's anatomy.

The manicuring parlors in the Barnum & Bailey menagerie have not the faintness of a boulevard, but they are well equipped with all necessary tools and appliances. Manicuring wild animals is like carrying civilization into the jungle, and it is almost as

exciting for the men who do the work, as hunting big game. It is not the work for a nervous person. Animals prefer to keep clean in their own way and even a sodate, old elephant resents the artificial cleansing processes of civilization occasionally.

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CAMP REFUND EXPECTED

VETO OF ARMY BILL DISARRANGES AMERICAN LAKE PLANS. Civilian Recruits Must Meet Expenses, but New Measure Provides for Return of Money.

It is believed certain that the Army appropriation bill will be revised to eliminate the objectionable clauses which caused President Wilson to veto it and will be passed and become effective in a very short time. Nevertheless, the committee in charge of recruiting for the citizens' camp at American Lake has issued a letter calling attention to the conditions as they now stand, which will make it necessary for those who go to the camp to advance their own expense money.

"The committee is officially informed," says the message to recruits, from headquarters of the Western division of the Army, "that an assessment of \$20 instead of \$30, as heretofore announced, will be required to cover subsistence in camp; that clothing will be sold to participants at \$13 per outfit and that all who attend will be expected to pay their transportation to and from camp, averaging at the special rates of fare made by the railroads from Portland and vicinity from \$6 to \$6 per individual.

"The committee feels confident that the appropriation bill will be again promptly passed by Congress with the feature to which the President objects eliminated and including a retroactive provision under which all these expenses will be promptly reimbursed.

"The committee feels confident that it is impossible to complete this legislation in time to avoid the necessity of participants advancing the amount of these expenses, owing to the short time remaining before the opening of the camp, the sum so advanced will be refunded in full by the Government within a comparatively reasonable time hereafter."

It is believed that the temporary delay in the enactment of the appropriation bill will not materially check the recruiting at this date and

PARK DRIVE NEARLY READY

Mount Tabor Boulevard Promises to Be Finished This Week.

Before the end of this week Mount Tabor Park will blossom forth with a beautiful new macadamized boulevard two miles in length. Park Superintendent Conville announced yesterday that the men who have been working on the drive for several weeks hope to complete the task this week.

With the completion of the main drive work will be taken up on side drives in the park. It is hoped by September 15 to have these all macadamized. The new drives promise to be among the city's principal sightseeing assets.

HIDDEN CASH IS STOLEN

Money Secreted in Bin of Rice Is Gone, but Checks Are Left.

When clerks quitted the produce store of Bowles, John & Co., 267 Yamhill street, on Friday night, they placed cash and checks in a canvas bag and secreted it in a bin of rice.

Yesterday morning they found the bag in the rice, the checks still within, but the money gone. About \$13 in change was taken by the thief, who entered the store by a rear door, the bolt of which he had manipulated. Detectives Hellyer and Tackaberry are investigating.

ARMENIAN FUND GROWS

Total Amount of Relief Fund so Far Raised in Oregon \$6472.40.

More than \$140 was reported added to the Oregon Armenian relief fund yesterday. There has been contributed to date, according to Chairman Ben Selling, \$6472.40. The various church organizations have been giving generously and individual contributions have been reported to show a noticeable reduction in weight.—Adv.

IF TOO FAT, GET MORE FRESH AIR

BE MODERATE IN YOUR DIET AND REDUCE YOUR WEIGHT—TAKE OIL OF KOBLEN.

Lack of fresh air it is said weakens the oxygen carrying power of the blood, the liver becomes sluggish, fat accumulates and the action of many of the vital organs are hindered thereby. The heart action becomes weak, work is an effort and the beauty of the figure is destroyed.

"Fat put on by indoor life is unhealthy and if nature is not assisted in throwing it off a serious case of obesity may result. When you feel that you are getting too stout, take the matter in hand at once. Don't wait until your figure has become a joke and your health ruined through carrying around a burden of unattractive and unhealthy fat."

Spend as much time as you possibly can in the open air; breathe deeply and get from Cough-Drive Drug Co. or any druggist a box of oil of kobre capsules; take one after each meal and one before retiring at night.

Watch yourself every few days and keep up the treatment until you are down to normal. Oil of kobre is absolutely harmless, is pleasant to take, helps the digestion and even a few days' treatment has been reported to show a noticeable reduction in weight.—Adv.

aided by those of small means, as well as by others more able financially. Following are the new contributions:

Forward	\$6331.00
A. J. Hunsaker	1.00
Kenilworth Presby. Sunday school	9.00
J. J. Hunsaker	10.00
Second German Baptist Church	25.75
J. Friend, Salem, Or.	10.00
H. J. Otonheimer	2.00
Thomas Mann	5.00
Paul V. Martin, Corvallis	8.00
Edward J. Labbe	10.00
Employers' Closet & Devereaux	2.00
Mrs. Joseph Copeland	2.00
Colored Women's Council	5.00
A. Friend	1.00
Thomas G. Farrell	2.00
Cash	5.00
W. T. Davidson, Salem, Or.	1.25
W. L. Jones, Jr.	2.50
H. L. Hamblet	2.00
Gloucester Baptist Church	.50
Total	\$6472.40

One hundred and four inmates at the state prison at Windsor, Vt., have given \$45.12 to the state fund for Belgian relief. They receive \$1 a month as wages.