Philadelphia, Pa.
November 12, 1940.

At a regular meeting of the Directors of John T. Lewis & Bros. Co. held this day in their offices in the Widener Building, there were present:

Edward F. Beale, Chairman of the Board
J. W. Gardiner, President
S. French Reeves, Vice President
A. M. Wilson, Vice President
Morris H. Merritt, Secretary
Leonard T. Beale, Director

The meeting was called to order by Mr. Edward F. Beale, who presided, and Mr. Morris H. Merritt reported the minutes of the meeting.

The minutes of our meeting of November 4 were read and approved.

Mr. Gardiner reported that the National Lead Company Pension Board have sent through their final approval on the pensions of Messrs. Jussen and Leonhardt. Their approval follows very closely our original recommendations, although both Messrs. Jussen and Leonhardt will cease active duty on December 31, 1940.

He also reported that the Comptroller's office of the National Lead Company is sending Mr. Smith to Philadelphia to make a survey of our linseed oil department.

Mr. Gardiner was very glad to state that according to present indications considerable white-lead will be used on the wooden barracks in the various Army cantonments. This matter will probably be definitely settled in the next two or three days and at that time full details will be passed on for the benefit of all the National Lead Company branches.

On motion duly made and seconded it was decided to apply for an appropriation of $1170.00 to cover the purchase of 30 batch boxes for the manufacture of flake litharge in our oxide department, as our present boxes have been in use for a great many years and we are afraid of contamination from the metal in the boxes. A regular C&R application will be sent to New York for their approval.

Upon motion, duly made and seconded, it was decided to apply for an appropriation of $2447.50 to cover the necessary alterations and additional equipment for our ball mill installation so that it can be used as a blender for special high metal uncalcined barton oxide. A regular C&R application will be sent to New York for their approval.

Mr. Reeves reported that approximately 250 colored employees turned out for the second Hallowe'en party on November 8 and everyone was very enthusiastic about the affair.

Mr. Wilson reported that Mr. Wigglesworth, who has been on our sales force since last summer, is going to do inside clerical work in our metal sales office beginning November 25. This change is made in order to reduce our sales personnel and because Mr. Wigglesworth is needed in the metal department incident to their moving to the factory on December 1, 1940.

Mr. Wilson also asked authority to transfer Mr. Schreyer from the Baltimore territory to the territory formerly covered by Mr. Matthiessen in the State of New Jersey beginning January 1, 1941. Mr. Wilson also desired to have Mr. Schreyer's place in Baltimore filled by Mr. Murphy, who has been working in South Carolina. Both of these sales personnel changes were approved.

The regular weekly report of shipments for the week ending November 8 was submitted.

In view of the fact that Miss Elizabeth A. Baggimbotham has been employed by this company for several years and in view of her excellent work, it was decided to grant special permission for her to continue in her present position with this company, even after her marriage in December. It is probable that she will not want to continue more than a year or two, but under our regulations all such cases have to be specially approved.

There being no further business, upon motion the meeting adjourned.

Harris H. Merritt
Secretary.

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