Philadelphia, Pa.
December 15, 1941.

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 December 8 were read and approved.

Mr. Gardiner explained that we are compelled to give up our quarters on the Ericsson Line Pier in Baltimore the end of this year.

Therefore it was decided that we should cease carrying any warehouse stock in Baltimore and on motion duly made and seconded it was unanimously

RESOLVED, that the President and Secretary be authorized to sign a lease for Room 417 in the Munsey Building, Fayette and Calvert Streets, Baltimore, for the calendar year of 1942 at the rate of $30.00 per month.

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This will mean a saving of $700.00 as compared with our present expenses.

The following increase in salary was approved, effective January 1, 1942:

John F. Davis from $2400. to $2700. per year

On motion duly made and seconded, it was decided to send a Christmas carton of cigarettes to each of our employees who are now in the military or naval service.

It was decided to discourage any visitors to our factory for the duration of the present war unless they have real business to transact.

Likewise, it was decided to paint out the orange bands on our sprinkler tank, on our seed tanks and on the tank on top of the corroding department, in order to conform with a recent governmental regulation.

Mr. Reeves presented an application for $3627.00 as additional expenditures in connection with the rebuilding of our No. 7 flake furnace as covered by C&R application #3461. It was decided to forward a regular C&R application to the New York office to cover same.

Mr. Reeves presented an application for $1239.37 as additional expenditures in connection with the manufacture of Dutch Oils as covered by C&R application #3358. It was decided to forward a regular C&R application to the New York office to cover same.

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

The purchase of a 1942 Standard Ford Tudor Sedan for the use of our

The purchase of a 1942 Ford Tudor Sedan for the use of our sales representative, Mr. Justin Kellogg, at a net cost not to exceed $508.08 including the trade-in of the old car, was approved and forwarded to New York for their attention in the regular way.

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

Secretary.

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