

Philadelphia, Pa.

November 4, 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 October 28 were read and approved.

In view of the fact that the National Lead Company has asked John T. Lewis & Bros. Company to manage the Philadelphia Solder Company, Inc. as mentioned in letter dated October 23, 1940 from Mr. C. A. Gentry, the Lewis Board recommended that the following officers and directors be appointed today at the meeting which will be held this afternoon at the Philadelphia Solder Company:

President - Joseph W. Gardiner
Vice President - S. French Reeves
Secretary & Treasurer - William H. Fisher

Mr. Gardiner reported that he is planning to hold our annual sales meeting the end of November or during the first part of December, depending upon when Mr. Hookwell and Mr. Vettwinkel can come over. The actual date will be determined later.

A letter from Mr. Wm. Knust was presented in which our request for a 1941 advertising budget in the total amount of \$12,625.00 was reported as approved. This budget is divided into \$11,500. for paint materials and \$1,125. for metals.

Mr. Reeves reported that the night illumination at our factory as a protection because of present war conditions, has been completed. Likewise, the new metal sales office at the factory will be ready for occupancy about November 15.

The Halloween Party held last Friday, November 1, was attended by approximately 450 people and there was a turnout of almost 100% from our oxide department.

Mr. Wilson reported that John F. Davis was taken off our sales force as of November 1, 1940 in an effort to reduce our personnel and without any reflection whatever on Mr. Davis' sales work. He has been transferred to the Engineering Department at our factory, where he is badly needed.

The regular weekly report of shipments was submitted for the week ending November 1.

Mr. Gardiner mentioned that the report of the recent survey of this office by Messrs. Wildner and Beale had been received and would be thoroughly studied.

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