Philadelphia, Pa.,
November 13, 1944.

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

E. F. Beale, Chairman of the Board
J. W. Gardiner, President
S. F. Reeves, Vice President
A. M. Wilson, Vice President
L. T. Beale, Director

The meeting was called to order by Mr. E. F. Beale, who presided, and Mr. A. M. Wilson reported the minutes of the meeting.

The minutes of November 6, were read and approved with the following correction, namely, that the lease with the Cramp Shipbuilding Company, for the use of our property on Moyer Street, has been executed with the sixty-day termination clause available only to the leaser.

Mr. Gardiner stated that our advertising budget, which was recently submitted to the General Office, had been approved in the amount of $8,500.

Upon a recommendation by Mr. Gardiner, it was unanimously decided to renew our membership with the Chamber of Commerce and the Board of Trade of Philadelphia, for the year 1945, as follows: $50.00 to dues and $50.00 to Business Development Fund, in keeping with our custom of the past several years.

Mr. Gardiner stated that while it was the company policy to maintain the status quo of our sales force, for the time being, we should be on the lookout for suitable men against the time of need.

Mr. Reeves presented a C&R, in the amount of $1,645.00, to cover the cost of a new generator battery charger and panel board, for the maintenance of our Oxide Department lift trucks. We now have eight of these trucks in service and our present generator and panel are capable of servicing only five at a time. While, through a staggered shift method, we have been able to maintain the efficiency of the eight trucks, a breakdown in the charging unit would be disastrous as these trucks are used for charging and discharging of our oxide furnaces and the movement of raw materials and finished products in the department.

On a motion made by Mr. Gardiner, and seconded by Mr. L. T. Beale, it was unanimously decided to submit this application to the New York Office for approval.

On a motion made by Mr. L. T. Beale, and seconded by Mr. A. M. Wilson, it was unanimously

RESOLVED that following a long established custom, we will continue to give a small cash Christmas present to all of our office employees and to certain others outside of the company who render service to the company throughout the year, such as postmen, elevator men in the Widener Building, etc., at a total estimated cost of $1,000.00.

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Business conditions in general were discussed.

The regular report of shipments for the week ending November 10, was submitted by Mr. Wilson.

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

A. M. Wilson, Acting Secretary.

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