

A.I.A. STAFF COMMITTEE ON WAR MOBILIZATION

MINUTES

The third meeting of the A.I.A. Staff Committee on War Mobilization was held Thursday, December 14, 1950, in the film project conference room.

The new arrangement of the A.I.A. Washington Office was discussed and outlined as follows: Miss Alice Dunlap will become associate director of the A.I.A. Washington Office with Mrs. Margie Malmberg. Miss Dunlap's chief concern will be to maintain mobilization liaison with the A.I.A. Mrs. Malmberg will continue to concentrate on the A.I.A.'s federal relations program.

If necessary Miss Dunlap will have an assistant to help maintain this mobilization liaison. She will also have a secretary.

The Washington Office will continue to be located in the Hotel Congressional, 300 New Jersey Avenue, S.E., Washington 3, D.C. A suite of rooms has been provided for office space, two telephones will be available and a teletype will be installed both in the Washington Office and A.I.A. Headquarters. Miss Dunlap has also been authorized to subscribe to the New York Times for her office.

Mobilization problems concerning all (general) libraries will be the chief concern of Miss Dunlap. She will publicize her findings through the A.I.A. BULLETIN to the association's members.

Each division of the A.I.A. may make its own contacts via its executive secretary, but all contacts and findings should be reported to Miss Dunlap.

In turn, Miss Dunlap may make contacts for the divisions, though she is advised not to make commitments for them. Miss Dunlap may also be delegated to attend a particular meeting for a division but only when necessity prevents representation by a division member.

If a division so desires, it may set up an advisory committee on mobilization within the division. If this is done, it is recommended that a top advisory committee then be appointed to coordinate mobilization problems.

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The question arose of setting up a committee on mobilization in the Washington area. All agree that this problem should be referred to the Federal Relations Committee for consideration. If so desired, this Washington Committee on Mobilization could act as a subcommittee of the Federal Relations Committee with whom Miss Dunlap will be working on mobilization problems.

All members of the A.I.A. Staff Committee on War Mobilization agreed to keep this committee in existence.

The name of M. Alice Dunlap was added to the list of members of the A.I.A. Staff Committee on War Mobilization.

The chairman adjourned the meeting.

Respectfully submitted,



Beth Goodwillie
Secretary of the Committee

January 5, 1951

All members with the exception of Mrs. Malmberg were in attendance.