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Reports of the Secretary to the President  
Student Affairs President's Correspondence,  
1900-1907

William J. Kerr

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3-31-1904

## Letters between Irwin Shepard and William Kerr

Irwin Shepard  
*National Educational Association*

William J. Kerr  
*Utah State University*

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EXECUTIVE COMMITTEE FOR  
1903-1904

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IRWIN SHEPARD, SECRETARY, WINONA, MINN.

NATIONAL EDUCATIONAL ASSOCIATION

Forty-third Annual Convention

ST. LOUIS, MO., JUNE 28-JULY 1, 1904

SECRETARY'S OFFICE,

WINONA, MINN., March 31st, 1904.

TO STATE DIRECTORS--CIRCULAR LETTER No. 1

You are already informed as to the dates and general plans for the Forty-third Annual Convention at St. Louis, June 28 to July 1.

An important feature of those plans is that providing for a series of studies of the exhibits during and following the meetings of the Convention, covering in all twelve days, exclusive of Sundays, between the dates of June 27 and July 12.

To facilitate this plan the Exposition authorities have granted such concessions on admissions as will enable us to issue to registered members, either associate or active, a book of ten admission coupons for \$3.00 additional to the \$2.00 membership fee, or \$5.00 for both--the regular price for admissions alone.

In addition to this concession, The INSIDE INN (headquarters), which is the only hotel within the grounds, has contracted to grant to registered members a uniform rate of \$2.50 per day, on the American plan, to the extent of 1,200 rooms, without bath; and a rate of \$4.00 per day, American plan, for 300 rooms with bath--a concession of from 50c to \$1.50 per day from the regular rate.

It is expected that similar concessions will be secured for members at certain selected and approved hotels outside of the grounds.

The state buildings, located on the Plateau of States, near the Inside Inn, will be well suited for the various state headquarters for convention members, and state directors are advised to make arrangements to that end with their respective State Commissions.

The Executive Committee is charged with the responsibility of representing the Association in all negotiations and agreements with transportation companies. For nearly twenty years the Association has enjoyed the special favor and confidence of these transportation companies by reason of its uniform policy of "no official routes"; of regarding all lines as having equal claims for the recognition and favor of the officers of the Association in every state and district; and of protecting the interests of the transportation companies alike and equally with its own. It is therefore expected that all persons appointed to act as state managers or assistants

shall receive their authority from the Executive Committee and be accountable to that body for the maintenance of the policy outlined above.

Altho no special concessions from the regular Exposition rates have been granted this year it is deemed none the less important, in the interest of fair dealing and the honor of the Association, that the same policy be as carefully observed as if we were enjoying the usual N. E. A. concessions.

The Executive Committee believe that the state directors who are officially interested in protecting and promoting the interests of the Association are the best persons to assume the duties of state managers. It is therefore the wish of the President and the Executive Committee that you, as State Director, shall act as state manager; but if it is not your wish to assume this burden and responsibility, that you will at once nominate to the President some active member in your state who is both willing and competent to do this work in full cooperation and sympathy with the policy of the Association. It is understood that the state directors shall cooperate with the state managers in all plans of organization and promotion.

The usual appropriation of \$20.00 is authorized for each state director (or manager) for stationery, printing and postage. It is not expected that the entire amount will be necessary in all states, especially in those from which the annual membership is small.

The state directors are especially charged with preserving in their respective districts the policy of the Association governing the relations with transportation companies, and are expected to carefully instruct their assistants in the details of this policy and to be responsible for any infringement of the same.

Please acknowledge receipt of this circular to the Secretary at your earliest convenience, and state your pleasure regarding the appointment of state manager.

Sincerely yours,

JOHN W. COOK,  
President.

IRWIN SHEPARD,  
Secretary.

April 5, 1904.

Secretary Irwin Shepard,  
Winona, Minn.

My dear Sir:-

Acknowledging receipt of your favor of March 31st, will say that I am willing to act as state manager of the N. E. A. for Utah.

I note the explanations regarding the importance of observing the policy of the Association in all relations with transportation companies, and shall have pleasure in observing the same in Utah.

Yours truly,