

Clerk, reproduced immediately, even before they are formally presented so that copies may be in your possession when they are formally presented.

Committees undoubtedly will have work that they want duplicated and want duplicated promptly. At the moment, there is a logjam, not because there is too much to be done, but because the requisite number of skilled persons and machinery to meet the demand is not available.

It is hard to estimate how many copies of things should be made. We had 600 copies of the program printed, thinking that this was at least fifty per cent more than any reasonable demand. I think we have left something like ten or twelve printed programs, and perhaps as many as twenty-five or thirty irritated persons who want copies. We will have some additional ones printed. It was just a case of never anticipating that there would ever be anything like this demand.

We had planned regularly to reproduce 300 copies of everything that comes through, so that there will be a copy for each delegate and sufficient copies for the press, the information service, the Chief Clerk's office, and everywhere else. Already there are indications that on some things, at least, this will not be sufficient. We have been asked, on some documents, to have a copy delivered to the member's desk in his committee room, as well as here in the chamber. That alone would mean 284 copies so that we may have to increase the number.

May I ask that any of you who have suggestions for a better, faster, or more orderly distribution, please pass the word along, either through your committee chairman or directly. I would also ask that you give us a written memorandum, not because we want to be formal but simply because my memory will not retain all of the messages I have been getting in the corridor. If you think that any matter at all can be improved procedurally, would you just dictate a memorandum to my secretary in the office, and she will get it to me. I assure you that we will do everything possible to meet these suggestions. After all, the organization of the Convention is designed only for one purpose, and that is to serve you who are the elected delegates, trying to perform a task, and if we cannot meet your demands, then we are not fulfilling the purpose of my staff.

Already we know and are mindful of some shortages. We are trying to overcome these. The principal one of these is perhaps the lack of space within which to put

things. This is indeed serious because already you have quite an accumulation, and you will get more.

I hope by the end of this week we will have delivered a number of four- or five-drawer file cabinets so that in your committee room each of you can at least have for your own use a drawer of a file cabinet in addition to your desk. If you find this is not sufficient, or if you have any other suggestions, I would greatly appreciate it if you would pass them on or let your committee chairman know so that he can pass them on.

There is some confusion also about other procedural matters—mail room and pages, telephones, et cetera. We had hoped the telephone system would be completely set up and in full operation by Friday of last week. As is quite obvious to all of you, this has not been accomplished. The Telephone Company is working very hard to set this up and tells me that in another day or so it will be complete. At that time we will get out for you a memorandum as to telephone extensions. As of now, there is a memorandum listing the telephone extensions for each committee room so that at least you have a phone at which you can be reached. There are ample copies. There are some in the chamber. There are others at the information desk, and if you do not get one, if you will stop at the secretary's office, you will get one there.

It is very important that we have a roster completed as quickly as possible. We could now print a roster containing the names and addresses. The reason we are delaying is, as you know, we had hoped to print with the roster a small photograph of each delegate. A number of delegates have asked us please to do this. The thing that is needed is your presence at the State Office Building today or tomorrow to have your photograph taken for the I.D. card. We will use a similar photograph for the directory. We are also holding up the directory until we can be sure of the telephone extensions because nothing is more irritating than to have it printed and then find out you have got to make a lot of pen and ink corrections.

One other thing needed to complete the directory is your cooperation. Many of you have indicated, since we first asked for the completed address list, a desire to change the preferred address on the directory. Will each of you please check the address you have given as your preferred address and home number, and if you want to change it, will you dictate a memorandum of the change to one of the secretaries in the office