

D R A F T

THE SIXTY-FIRST STATED MEETING OF THE PHILADELPHIA HISTORICAL COMMISSION

24 April, 1962

Present were: Mr. Harry A. Batten
Dr. Roy Franklin Nichols
Mr. Charles E. Peterson
Mr. George K. Trautwein
Mr. R. Norris Williams, II.

Mr. Grant M. Simon, Chairman

Also present: Mr. Philip Carroll, representing Commissioner Corleto
Mr. Harry G. McDowell, Deputy Director of Finance
Dr. Margaret B. Tinkcom, Historian
Mrs. Charles J. Maurer, Executive Secretary
Miss Constance F. Smith, Clerk

All actions mentioned herein, unless otherwise stated, were taken after motions properly presented, seconded and carried.

THE MINUTES for the meeting of March 27 were approved as read

REPORTS

The Committee on Historic Values, Dr. Roy Franklin Nichols, Chairman

The Report was approved and ordered to be filed with the official copy of the Minutes.

The Architectural Committee, Mr. George K. Trautwein, Chairman

Two items in Mr. Trautwein's report were not acted upon: The measured drawings, prepared by Mr. George A. Robbins, the seven pages of which are not yet in the hands of the Commission. It was approved that the legend "Measured and drawn by George A. Robbins" or the source of the drawings should appear on each sheet; that the dates be corrected by the Historian wherever necessary. The motion was made, seconded and carried, that the Chairman be empowered to give final approval. Secondly, it was approved that the applications for Award of Merit certificates be held in abeyance until it is ascertained that each certified building fits the standard of requirements set up by the Historic Values Committee.

In all other respects, Mr. Trautwein's report was approved and ordered to be filed with the official copy of the Minutes.

April 24, 1962

NEW BUSINESS continued

The Commission's Budget for 1963.

Mr. Williams presented the budget for 1963 in the executive session of the Commission. (See attached sheet)
After full discussion it was agreed that no change be made in Mrs. Maurer's title, but that the salary increase be justified on the basis of merit and that as much pressure as possible be exerted to secure the proposed increase for her. The proposed change in Dr. Tinkcom's hourly rate of pay and in the number of hours she will work was approved. It was the opinion of Mr. McDowell that Mrs. Kirkbride's hourly rate had reached a point at which a further increase could not be justified, in the absence of additional professional training. However, Mr. Williams and Dr. Tinkcom were directed to pursue this matter.

The meeting adjourned

Respectfully submitted

THE PHILADELPHIA HISTORICAL COMMISSION'S PROPOSED OPERATING BUDGET FOR 1963

Class 100 Personal Services

1. Executive secretary - position reclassified so that both classification and salary will reflect more accurately the work now being done. Proposed that Mrs. Maurer be termed "Community Relations officer and librarian" and with a salary beginning at about \$5,500. and increasing annually to \$6,500. Present salary \$4,786.
2. Clerk stenographer I. (Since Miss Smith is part of the regular Civil Service set-up, she automatically receives a fixed annual increment.) Present salary \$3,725.

Total for personal services (an increase of \$714. over 1962) \$ 9,225.

Class 200 Purchase of Services

1. Professional services

There has been no change in the hourly rates paid to Dr. Tinkcom and Mrs. Kirkbride for several years. The Commission recommends that beginning in Jan. 1963 Dr. Tinkcom receive \$5.00 an hour and Mrs. Kirkbride, \$3.50. Each will work a maximum of 1200 hours (This is an increase of 200 hours for Dr. Tinkcom) and receive contracts in the amount of \$6,000. and \$4,200. respectively.

An additional \$4,000 will be needed for Mr. Fuller and Mr. Iwanicki, Miss Rudolph and Mrs. Graham, all to be paid at their present rates.

Total for professional services
(an increase of \$1,969. over 1962) \$14,700.

It should be noted that the Commission's expanding program makes advisable the increase in the numbers of hours Dr. Tinkcom will spend on Commission affairs.

2. Miscellaneous

Dues - National Trust	\$ 25.
Transportation	350.
Communications	45.
	<u>\$420.</u>

Total for purchase of services (an increase of \$1,954. over 1962) \$15,120.

Class 300 Supplies

(Books, office supplies, photographic supplies, printing) \$ 1,100.

Class 400 Office Equipment (electric typewriter) \$ 300.