

J. Johnny

Minutes of ACAO MEETING
17 July 78 8:00 PM till 10:45 PM
--Notes by Tish

AGENDA:

- 1) Tardiness and late work starts
 - 2) Morale within Departments
 - A. Per Talks
 - B. Problems
 - 3) Brigade Type Activities
 - 4) Need for re-assigning labor
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Reports To be turned in on Sunday by noon in the Agricultural office in the bottom drawer of the brown cabinet.

Lateness If the planning is done, why are the crews getting started late? There was little response. Possibly this should be checked out by Lee or assigned persons.

Ag Meeting James Johnson thought it would be a regular agricultural crew meeting and that is why he was late.. The department heads should bring out the problem areas that need talking to and use this as a time for per talks, this can help get things rolling.

Morale is factor -- In Ag the equipment was pushed very hard for several days and broke down just as Agric needed to use it heavily for their planting push.. Toi mentioned was very interested at first in the new program, but now has sort of lost interest.

There is need for workers to FEEL more involved in the department and its planning, etc. A few should not hold all the knowledge. ACAC's must guard against this setting in and take specific steps to prevent it said Mother.

Communication

Breakdown Lee cited that the backhoe should have been gotten into Kaituma today and he was not notified until too late that the alternator and generator were burned out and the fines car won't be loaded unless remedial action taken tonight.. Lee was also told the frame for sawmill was to be moved in today and should have been notified when this was not done.
--Followup needed to see that there is more communication between departments.
--It was pointed out supervisor must explain to worker that it undermines the credibility of department if promised tasks are not performed. Mother asked why no report till 6PM?
--Johnny pointed out should do constant followup..
Lee should have assigned Momr to followup; Charlie should have had Albert followup.. left us in bad P.R. position.
--Tish mentioned in regular garage they assess a problem and the mechanic and the supervisor make the decisions; bad letting crew person make value judgments when he does not have all the input. Charlie said he agreed and that he HAD communicated earlier and it was Charlie's decision to pull Al off of the backhoe and put him ON the new tractor to get it fixed. Charlie later said that the battery was charging and that Al

had the backhoe fixed but for that... this in response when Lee asked to have a person work all night to fix it so the backhoe could be loaded in the morning to go to the ridge.

Tractor Parts aren't in and morale is low for this reason.. No place to work --lot of people standing about.

INSURANCE Carolyn pointed out there was other goofing. That they had goofed on the insurance. Every person going into town must be placed on our insurance. THE REQUIREMENT that Ava and Medical relate the names of persons going in to the radio so that can verify they are insured, or place them on coverage.

Security Also a security problem. One person not checked on today and Dad had caught it.. It was someone security had been specifically instructed to observe. Must correct this.

BIRTH & DEATH --One person assigned to record when we have births and deaths and get this information into Georgetown.

Birth Cert --and Death Certificates are to be kept with the Passports and Joyce T. is to hold these with the passports.

EDASSY Coming out McCoy will be coming out again in 2 weeks... Appropriate plans and arrangements must be made, and any paper work necessary must be up to date by then.

BREAKDOWN OF TRACTORS Jack blamed breakdowns on operators; Tim Jones says that there is problem with the mechanics..machine broke down 4 times successively on same roller with front end. They were not getting it fixed. Now it fixed with both. No specific remedy determined re the drivers education, etc. (Note: it was not mentioned that Dad had requested driver TRAINING PROGRAM FOR OPERATORS BY THE TR, and also that daily reports for maintenance be written out at end of each shift when the equipment is brought in.

Should have been put in daily report that TWO TRACTOR WHEELS WERE PULLED OFF from having cuts put too much strain on them pulling them out and they should never have been driven into.

Example of not reporting--initially today Charlie heard of problem of tractor "locking on 2 or 3 people" but none reported it for repair --one of them was Jim. WAS PUT INTO DAILY THIS IS IN DAILY REPORTS.

Backhoe Lee mentioned should have been checked between Al and Stanley who manages to keep the backhoe run in when he is wanting to. Lee said the appointment was for Sat --should have checked if it could not get in by that time, he said to Charlie. No response.

Charlie countered that when someone in Gtn decides not to get an ordered part...referred to Richard who had decided not to get waterpumps for International. Said was discussed

in last meeting. Tish did not recall it being discussed as an emergency purchase which Charlie now says it was.

* Carolyn should discuss this with Dad -- possibly have an instruction that Georgetown not to make value judgments when Jonestown has cleared items --without first consulting with Jonestown on the urgency thereof..

Mike Carter had not pushed on it in Stn and Carolyn L. did not as had not realized it was this important. She stayed on the Lister parts because knew its importance.

RADIO

* NOV put the order through tonight on radio, get someone out on it immediately. CHARLIE IS TO BE RESPONSIBLE TO GIVE THE THE SUGGESTIONS NEEDED AND MAKE SURE --then instruct Georgetown to put it on the airplane with the chickens.

Chickens

Transportation --Terri Jones mentioned chicks coming out and no transportation was yet arranged. Carol Dennis is to get these messages dispensed --but is to receive them on the written feedback sheets.

Problem \$6

Shorty who has landrover charged us \$40 then upped to \$50.. last time here writing too long finally left, and then we had only sent out \$35.. Johnny stress doc to pay him and talk to him direct. Do not go through liaison, Brazilio.

Stateside

MALDEN PERUSON FAIRTS not available in states for this large tractor --will have to go to England or Trinidad or Venezuela.

BRIGADE ACTIVITIES

The triumvirate would like family to have one day a week of BRIGADE TYPE OF ACTIVITIES where entire community works together. Maybe Job needs clay and dirt, maybe kitchen needs to have beans plucked, anything where community effort is needed to get the job done.

Rice Sorters

-Joyce T. said rice sorters now under down 2 and she would like to give them more help and get the beans in their dirt. When the rains, the workers could automatically go there...

WALKWAYS FOR BURNHAM VICT

* --It was mentioned if Burnham lands on the ball field, that the sides of cottages in that area of visibility must look very neat, and that the walkway into central community must be repaired or re-constructed so proper side drains, etc. This is Bob Christian's department.

Filler time

Those departments that have gone to the labor day and have 2 1/2 extra hours while other department are converting, can use the extra time for such projects also.

Jobs needed

Gene needs compost pits built; in shop could sort belts; when aluminum comes in will need to carry that; will need to buff lumber out to industrial site.. NEEDS PARTICIPATION all should see that it gets done.

bad

ACAO MEETING 27 July 78

Carolyn Layton and Sarah Tropp conducted

Attendance: Joyce Touchette, Stanley Clayton; Bob Christian, Shirley Gieg; Tim Jones; Rhonda Fortson; Judy Ijames; Jack Bean, Darrel Devers; Charlie T., Albert T.; Lee Ingram; Tish Leroy, Harold Cordell; Gene Chaikin, Jan Gurvich; Mike Prokes.

Absent: John Jones Jr., and Jimmy Jones --Security
Phyllis Bloom, Medical (Mother in Gtn)
Shonda James, Entertainment etc.
Kay Nelson & Hugh Fortson in Gtn.
Ava Jones - Education & Counsel
Amondo Griffith - Experimental
Maria Katsaris-Gtn
John Jones Sr. --At Ridge

AGENDA:

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|---------------------------------|---|
| 1) Playground problems | 10) Karate on Production Time |
| 2) Safety Committee | 11) Time to Shower on Rally Nights |
| 3) Bridge Walkway | 12) Clocks for outer crews |
| 4) Brigade work Sunday | 13) Construction people on loan from Security |
| 5) Gondolas needed for Shell | 14) Georgetown People who rotate |
| 6) Schedule for Garbage dumping | 15) H. S. Teachers into farm project |
| 7) New Food Warehouse | 16) Time Sheets - Instructions |
| 8) Rice Workers from Medical | 17) Landscaping problem |
| 9) Fire Keepers | 18) Guests tomorrow - 4PM |

Playground Serious problem with dangerous barrel. Was to have been fixed earlier. Marie Rankin and Demos Kutulas on Safety. Willie Grady is in charge of fixing the playground and its equipment.

Safety Committee --Has not been assigned to an ACAO. It was decided in the meeting that this should be assigned to Bob Christian and Shirley Gieg's department. Carolyn said the Triumvirate needs a WEEKLY REPORT saying what has been repaired and what is still incomplete.

*Bridge and rail on
* put on
* monitor
has been
assigned*

The walkway across the swinging bridge is very dangerous and slippery -- especially for small children and seniors. Dad is very concerned. LOW RAIL ON BOTH SIDES is to be put on to protect small children. Alma Thomas is to try to get some monitors to guide tottering folk across. This may not work out --which will mean different arrangement.

Sunday Brigade Can both the road and sidewalks be done? Also the walkway up to the brickhouse and soap factory?
NEED A PLAN DRAWN UP AND PERSONNEL SELECTED...Copy of plan to be turned into triumvirate by Saturday. Many problems as we have only one wheelbarrow.. Consider using buckets for hauling dirt --but will probably destroy the buckets. Should NOT USE THEM. The side trenches must be scooped out and the shovels can be assigned for this.. Main problem is getting the dirt out there. No way to get the trailer out there.

Should select adults for supervision and line up the supervisors to handle the crews. DETERMINE IN ADVANCE WHICH PERSONS WILL BE NEEDED FOR THE MAIN ROAD, and the balance can be used on walkways etc. Give Carolyn or Triumvirate a list of the supervisors to be used.

Dirt needed ahead of time --can we bring it in on Sat? Rock must come in from the quarry..

If cannot do the outer pathways, can get started on doing the central pathway beside pavilion. Ditches need digging out. Can dump a pile of dirt somewhere in central area to work from. If a wet day can work on the Pavilion floor. Repaint the balance of the unpainted portions where the fence is ALREADY painted --but do not paint any more of the fences --looks better unpainted, but not good as a mismatch..

VOTE WAS TAKEN UNANIMOUSLY NOT TO PAINT THE NEW FENCES WE ARE MAKING. MUCH PRETTIER IN NATURAL WOOD.

Gondolas

Shell boat has left for the shell beaches. May be in here as early as Sunday which will tie up our tractors. Important that Lee go into Port Kaituma and arrange for 8 gondolas so that we can load onto gondolas in between our trailers, so we can get the boat out of there sooner. Cost is \$850 per day setting in the port unloading.

Backhoe

Backhoe should be ready tomorrow morning. Manufacturing a head gasket. One we made worked for a while --is hard to make; one on order from states. Will take 2 days to get enough rock in from the quarry.

Gondolas

Lee would like permission to have railway take the gondolas out to 4 miles so not so far to haul into our community. Charlie said hard to get railway permission; we put 30 ton of shell per gondola and the engine can't pull such a load.

Garbage Sched.

The triumvirate would like to know if regular dumping sched for the garbage? Charlie said cannot do this in the wet weather. Will have on regular schedule when it dries out some.

Food Whse

looked at

Joyce Touchette wants a special building for the food storage and does not want the food stored out in the industrial site. Wants it close to kitchen area. In wet weather, is nearly impossible to get the food brought in. SEE WAS REFERRED TO THE JONESTOWN SITE PLANNING COMMITTEE, meets Sunday mornings.

Rice Workers

Someone is taking workers from Rice Workers without contacting Joyce --not authorized to do this. Is counselling matter. Ava and Judy not here at the time--sent for Judy. MARYANN CASSANOVA ASSIGNED TO ORGANIZE THE RICE WORKERS.

WHEN SENT TO MEDICAL people are to return with note to their department heads and then go to where they are assigned. Medical will give list to "IS" when they sign people out to Rice workers, etc. Is will check them out.

- assigned*
FIRE KEEPERS Staten no longer in charge or working with them. Richmond will work 3 hours at night. Needs 2 food people and 2 young persons. Bronchonski suggested young children. Jimmy Cordell or Billy Bush... Can have Billy not Jimmy. Jack will give her the two adults, or at least one; tell her later.
- Karate** Jerome Anderson, James Turner to be back on PSU full time. Motion made that we discontinue use of production time for such as Karate practice during time of pushing to get the place together. **UNANIMOUSLY PASSED WE RECOMMEND TO DAD.**
- done*
Shower Time Farm crews presently do not have time to shower and eat on Rally nights. Seek permission from Dad to get off an hour early, or take $\frac{1}{2}$ hour lunch and get off $\frac{1}{2}$ hour early. No one wanted to start rally later.
- Watch needed** Crews in outer areas, like piggery and fields around need time piece to know when to quit at night. Agreed that few watches or clocks should be assigned through the Agric office
- Security** Tim Jones said they are giving Greg Watkins and others on LOAN TO CONSTRUCTION and other areas. However, he advised these will be recalled without notice when Dad needs to have security beefed up again. Don't put them in supervisor positions because they will be called back for security.
- Gtn Rotation** Carolyn pointed out the same applies for people who must rotate to Georgetown. Keep them in flexible positions.
- H. S. Teachers** Jan Gurvich pointed out that in fact they do not have many full time teachers. Most work in other areas or are away. James Turner, Mike Lund, Shirley, Dick Tropp.. Bob wants afternoon classes for PSU people --particularly the small children. Jan Gurvich will teach it --or will ask Dick Tropp. Judy to go with her to ask out of the meeting she is usually scheduled into at that time. Ask if Mike Lund can do P.S.U. Christian is to let Carolyn know.
- being implemented*
Foot treatments FARM WORKERS will have special times for foot treatments so they do not spend long hours off of their jobs.
- Time Sheets** The yellow time sheets are needed in Accounting by noon on Saturday. The crews should turn into the ACAO on Friday by noon and the ACAO to turn them in to Jesse by Saturday..she will turn into CAO's on Sunday. **IF THE ACAO'S WANT THE TIME SHEETS BACK, can be done --but they are to retain on file.** Notify Tish if they want them in their files. Must be available for an audit from time to time. **NEEDED FOR COSTING.**
- Medical** Problems and ran very late today. Phyllis not present.
- being implemented*
Landscaping Gene asked for help to do the landscaping Dad requested.. suggested he ask Lula Ruben to **BRING HER CREW OUT ON SUNDAY..** Gene did not know if this would suffice...Will try it.
- Transportation** Guests coming at 4PM Friday. Charlie to send out tractor and trailer to the gate.

31 July 78
ACAO Minutes

Attendance: Johnny Jones and Sarah Tropp
Stanley Clayton, Bob Christian, Shirley Gieg, Marcy Jones,
Phyllis Bloom, Shonda James, Rhonda F., Ava Jones, Jack Beam,
Darrél Devers, Charlie T., Lee Ingram, Tish Leroy, Harold Bogue,
Gene Chaikin, Jan Gurvich and Mike Prokes

Absent: Joyce Touchette, John Jones Jr., Tim Jones, Jimmy Jones, Judy
Ijames, Albert Touchette and Carolyn Layton.

Excused: Kay Nelson, with Nell; Hugh F., Amondo G. and Maria K in Gtn.

SHOWERS Received from Medical by ~~XXXXXXXXXX~~ Shirley G. for the Safety
group.. Jack says can get the disinfect from Chemical Control
in Agriculture.. Cannot use foot pans for fear children will get
it and drink it. So--must have something can be put on the floor
* NEED TO TAKE TEST.. Shirley says can to tonight or tomorrow
night if chemical is available. Mother wants to do the shower
and do a culture on the floor. Is good in terms of athletes feet
but will make soles of feet purple.

DO ONE SHOWER and do culture at different hours.. LABORATORY
IS INVOLVED. Will be done 7:30 AM., 3 PM, and late PM.
* Phyllis Bloom is to assign several with athletes feet to go
and take shower during this time --AT DIFFERENT TIMES to
see if the chemical is remaining effective at intervals..
* Jack Beam is to clarify with John Harris if we have enough
additional above what is used for currently.

FOLLOWUP
SAFETY *

Shirley Gieg --to have regular report with followup on what
has been corrected and what has not been corrected.
* Bridge-Needs higher rail also; is too dangerous Dad said. There
is problem with those carrying heavy loads to kitchen. Stanley
is to direct them to use other end where garden paths cross.

ROAD PROBLEMS...At least another week BEFORE GETTING THE ROCK..because the
shell must be unloaded. Using backhoe which did get fixed..
* 4-6 gondolas yet to be emptied and will use backhoe for this too

Ridge Johnny Sr. contacted Maj Thomas at the Ridge and made arrangement
* to use their dump truck. LEE IS TO PHONE ON THIS CONCERN.
They owe us \$70 and we are swapping it..We approached him on a
"from time to time" basis using each other's equipment.
Jack commented if we lend it that we send our own operator
along.. John said agreed, and they feel the same..If dump comes
will probably be with their operator.

Bob C. said take it and use for the shell. THERE IS NO MORE
MUCH STONE AT THE QUARRY..PERHAPS ONLY 3 LOADS...Will have to
buy some perhaps..

Lumber At Papaya we have around 7-8 trailer loads of wood cut and
waiting for us. We may only get the truck for one day...

C-8-a-70a

May only get it Sunday... Suggest go to Papaya and get it loaded at the mill. John said if we do, will have to send our people to load it.. their driver will not do that. Query if they do not have people at the mill to load it or help... nothing finalized.

*John

CHARGES

Matakai is now charging for everything. We must keep this in mind. Train ride is \$6 to the ridge.. Gondolas will be \$35 each in the future, each load.

TUESDAY

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Min Carmichael having meeting. MUST SEND PEOPLE IN TO IT... Probably send PNC people..

Lumber

60% B.M. to load it.. we have 8,000 BM of lumber. Gaston says they are about \$60,000 in the hole on Matakai budget..

Truck

Matakai has a german make dump truck, about 5-7 ton and bed is about 3-4 feet deep.

Fines

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Prokes asked about FINES. Will need the backhoe. Johnny wants the toilet done before the backhoe starts on anything else. Bob Christian expects to get the toilet done by Aug 18 if he gets what he needs and the labor.. Stanley started the measurement and got too wide. Is having trouble setting his footings down on it. Will start tomorrow and will take 2 days.. Need it before Aug 18 when we are expecting guests.

Ridge truck

If use our truck, will be taking our people out of production to go to ridge and get lbr. John said either tell him, "No--till need for rocks, or Yes on offloading the shell." Wood crew might be able to use it. Have all useable gondolas wrapped up in shell. Lee says there are 4-5 more.. John cautioned the) were not really in good condition or at least he was told that. Lee to check if contracts to use more..

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Bridge out

The Bypass bridge washed out.. Young is supposed to fix the other bridge temporarily.

RIDGE TRUCK

LEE IS TO TELL HIM we definitely need the ridge truck --need it to free gondolas for Matakai...

Road

We are pulling logs in. Using cat to drag the huge logs and it is digging a bigger rut. Now, need more help to buff the lesser size logs down by hand. Charlie and Lee said will cause hernias. The 12-13 inch logs take quite a few men to carry.. Some take 9 men.. Charlie said build tracks of logs and slide them along. You extend the tracks with the logs you slide along.. Jack says Christian can use the wood crew to get this done. Charlie reminded that the garbage detail must be fitted into schedule. Bob C. needs tractor or cat for this. Need Massey and box and farm crew without a crew of his own..

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Jack has post holes to dig at piggery. Jack said he will have to use the wood crew for garbage also.. BOB IS TO INSTRUCT THE SUPERVISOR TO MAKE GOOD USE OF LABOR AND DO JOB P.D.C.

TIME SHEETS

THESE MUST BE IN ON TIME and must be recorded on a JOB BASIS.. We cannot get our costing done without the time sheets.. nor can we get the inventories and budgets done without all cost figures being completed on the initial project.

C-8-a-70b

- Children Mothers with children are not on the same time schedules as other workers -- however, Ava works out schedules for them that they ARE TO MEET. Christine is to be on 10 AM to 6:30 PM. She has someone to shower them for her at 4PM.
- Volunteers JOBS ARE NOT CHARGED for work done by volunteers as long as it does not pull them from their regular work, but is in addition to their regular day's work. IT IS SELF HELP...
- Inventories Harold should work to get the inventories completed in each area so that we can prepare budgets. Charges must be made and recorded on the yellow time sheets that are turned into the Ag office to Jesse McNeal..
- * Harold is to arrange a meeting with the people to tell them what is needed from them, and answer their questions.
 - * (Tish to do memo to ACAO's on supplies used vs Inventory records...) Harold to be sure that EVERYONE responsible for inventories is contacted. HAROLD TO NOTIFY JOHN OF THE DATE OF THE MEETING.
 - *
- Tractor Item briefly mentioned re desire of Gene to split the use and control of the tractors. Agriculture wants to have the scheduling of tractors themselves. The costing is a factor and the use of fuel needs to be considered into the use. Charlie has been monitoring this, and using with multiple usage where possible.
- Jr PSU Jan Gurvich said Tropp met with Ava and only 4 children didn't get a tutor. Just now was talking to Carolyn who said teachers can be used as supervisors on JtPSU^a as well as tutors.
- Lunch hours John to discuss with Dad about changing of hours..dropping breaks and take $\frac{1}{2}$ hour for lunch to get off 1 hour early.. Option should be open for entire crew --and for all crews or not at all.. should perhaps be decided on crew-by-crew basis, each for themselves.. Must be decided by Dad.

5 July 78
8 to app. 10p.m.
Meeting of Troika With ACAO'S

From all departments will need:

1.) JOB DESCRIPTIONS on each person within department, or if or one person not presently on job and it is being done by whomever can get to it, then describe the function and say "personnel needed."

Recommend procedures needed to complete the jobs. (See Harold and Toi.)

2.) Give department outline or schematic and chain of command.

3.) List your short term and long range planning with a deadline of _____ on when this should be in -- probably within 2 or 3 days. We will soon be going into major production on farm with the seasonal change, and into major construction as soon as lumber arrives..

4.) We will need inventories immediately: Feeds, foods, fuel, spare parts, and supplies in every departments are important for us to know about --we need to know what may become ~~what~~ emergency before it gets there.. Harold explained perpetual inventory every 3- 6 months and there will be auditors to check on this. There is need to set up reorder system monthly or as needed to keep above "safe " minimum.

5.) List your procedures and go over them with the CAO's before setting changes in motion from what you originally set up in items 1, 2 and 3 above. If there are any changes or personnel shift ~~within~~ within the departments, please let the CAO's know immediately.

6.) A system of follow up needs to be formulated; there is a need for the CAO's to be able to evaluate the projected tasks you originally get up vs what you completed of those tasks, each. Will try to do much of this in these meeting.

MEETING: Will meet on Mondays 6:30 to 8 p.m., and steering will be at 8:30.

will mostly cover interdepartmental items where both supervisors need to be present to effect a decision.

JOB POOL:--Some changes are being made now, however all input will be taken then final decision will rest with the CAO's.
ASSISTANT TO THE CAO'S is not necessarily a full time job.

over =>

C-8-a-71a

Weekly reports from July 29 - July 10th
include A schedule of meetings with Department
By 6:30 tomorrow.

Get with T. King on I.D. of officials.

Keep on Carolyn about old chronicles.

Have weekly reports by tonight with schedule
of meetings.

C.8-a-71b