August 78
Attention: Johnny
ACAO AGENDA ITEMS

From Analysts:

1) Medical not following through on appointments for agricultural workers. One of Teen's workers spent 34 hours, other supervisors reporting similar problems.

2) Kitchen mixing cans with pig feed -- Joyce agrees try to remedy, but staff not cooperating; should this go to Rally?

3) Details to be written by Chaikin and presented to ACAO's meeting reference to transfer of agricultural tractors back to agriculture and truck etc. to C. T. for transportation.

4) Check in system with security from Poultry and piggery every 15 min. Send down checkers if more than 15 hour; PSU offense for not checking in.

5) Horn to blow at noon and at quitting time --6PM on rally nights, 4:30 other nights -- none stop earlier.

6) "111" to be monitoring during the news -- or alternative.

7) Playground -- did barrell get fixed? the fence?

Walkway on bridge -- two rails?

Rally of 25th:

8) Ava's committee to drill each house and check back with her on list of items given her by Tish from Rally notes prior to the arrival of our writer-guest. What is to be done on these.

Need to be written regarding predator fence.
FOLLOWUP LIST from ACAO & Steering meetings of 7 August 78

ACAO FOLLOWUP:

1) 3rd pole structure to be covered with aluminum, C. T. assigned.
2) Aurora to paint pictures on the trash cans, kitchen area.
3) Mother to check out the situation with the preference appointments for agriculture. AND announcement to be made in rally about this so that people cannot say they were not warned...
4) Supervisors to report to Mother on ENEMY LEVEL of their workers. ACAO's take note and report. Do not let workers know you are evaluating.
5) Pig feed cans to be moved to muddy area...
6) Farm crews to have added to daily tasks, the checkin item of their lunch boxes. PEOPLE TO BE WRITTEN UP FOR WARNINGS and miss a meal.
7) Monday Joyce will advise if she has enough wood for front gate people.
8) Board should follow up and see that tractor time not being unwisely used. must be economically inclusive of all needs...
   See page 2 of minutes, tractor paragraph.
9) PEOPLES RALLY ANNOUNCEMENT relative to the Security Check in at the piggery and chicken -- will be P5U ofence to fail to check in...
10) Quarry Dad relative to possibility of a lunch daily and 6PM quitting time daily... so more time before classes, and night meetings to take baths and get change to clean up... we have meetings of one sort or other nearly every night... between Steering and ACAO, Political Enlightenment, Revolutionary Men and Women, Movies, etc.
11) Time issue from ACAO was referred and handled in steering.
12) Johnny Jones Sr. to check out idea he had relative to MONITORS during the news in the dining tent.
13) Playground barrel to be repaired and returned to the playground by 13th.
14) Colors and decorating committee additions -- completed in Steering.
15) Railings on bridge to be completed by meeting night Tuesday said C. T. That is night of the 8th...
16) Should check with Ava that the balance of cottages are completed in her drill prior to the arrival of newcomers in Jun.
17) Inventories to be completed by Keys Dept., Medical, mechanical parts and tools, heavy equipment (tractors, etc.), Johnny please check with Tish on this item as to assessment.
18) Kamaca store refused to do an inventory -- Dad should be apprised of this.
19) SAFETY COMMITTEE & DoQg to meet with analysts re cassava mill dangers.
20) Johnny Jones Sr. to see if he should check with police in Port about the problem of flat tires at quarry location twice... same time.

C-E-A-65
FOLLOWUP..... 7 August 78

- ANNOUNCE IN RALLY, STEPHEN, THAT SOME ARE NOT ATTENDING STEERING
- ARE ASSIGNED, AND IT IS MANDATORY...next time absent will
- constitute warning unless dad clears them.

- to make minor changes in administrative chart and send to
- for final approval...might want nancy to paint it on wood or
- for pavilion when complete...or could paste the typed cards
- wood and shellac it? might be considered...fish will redo the
- one for our bulletin board.

- Dad re location of the flag pole. Where does he want it...see
- notes page 1 center of page.

- Maryann fix the rice bags?

- talk to Dad about approval of the incentive plan Phyllis gave
- with and passed by steering last meeting...was to use beads...
- motives...to be sewn on a garment, straight, on necklace or
- band, etc...worn in hair or whatever...special beads to be made.

- of warehouse where troolies messed up to be fixed.

- announce in rally automatic FSU for breaking fences...

- say and nancy to mix colors and bring to radio room for approval.

- section of spot in old orchard to be made downwind of location
- proposed house for dad.

- ED basketball court to be started by those using it in spare time.
- have the crabwood for it? or must it be ordered?

- fund functions --and government outline to be revised and
- to turn in to AGO'S, dad and copy to vernetta for bulletinboard.

- ANNOUNCE ALL TO BE TURNING IN: Crimes in the states...dad wants all
- write paper on our life here and in the states, and especially
- thing we did that might have been used against us there and caused
- movement or court action against us...how we feel here and how
- left there...turn to Jan Currie in cottage 46...how we find
- motions, those better and those worse...

- need iron for Jan timing...design and get Dad's approval then
- cut and install outside of or near dispatch house.

- ANNOUNCE IN RALLY--ALL PAINTING THAT CAN BE SEEN PUBLICLY MUST BE
- APPROVED BY THE JENESTOWN DECORATING COMMITTEE...NANCY SINES &
- ROGERIO ARE TO BE PART OF THIS COMMITTEE AND SPECIFICALLY
- MOVED IN APPROVING PAINTING COLORS.
ACAO MINUTES 7 August '73

--tl

Attendance:

Agenda:
1) Cosmetic Improvements--tent structure (poles)
2) Medical - Agricultural Appointments
3) Beautification Ideas
4) Lunch Box Problems
5) Cans in pit feed
6) Food for front gate
7) Tractors for Agriculture
8) Piggy/Futury Security Check in
9) Horn for quitting time
10) "Is" to monitor at noon?
11) Playground problems
12) Painting of fence
13) Walkway on Bridge
14) Inventories
15) Ava to drill the houses on to feed not to gem...
16) Cassette will condemned - safety
17) Tire tires on trailer--maybe asbestos

Cosmetic Improvements--Question of what can be done with the third pole structure where we formerly had the tents covering... Charlie suggested cover with aluminum--possibly add light... it can be a quiet study area for the news. It is every and can be used also when we have guests that we want to keep in another area from pavilion. C. T. would like Dean to move 2 poles. If they get finished with the field tomorrow C$ can do it...

Trash cans are an eyesore--decided to have Aurora from the kitchen make some paintings on them.

Medical appointments--Agrie claimed medical not following through on giving preference appointments. One supervisor reported a person waiting 3 hours. It came out the workers were there when their names were called...causing strain on medical having to re-schedule them, etc. Must put discipline on the people who are running about when name called. Decision is to call their name out 3 times, and if not there--and not one or valid excuse, just call the next one. Further will look further into it from medical department end.
Beautification ideas—All are to look about and see what we can think of to beautify our town. Dad needs this done quickly and get the suggestions in right away. Turn them in to the triumvirate at this point.

Sodium level—Mother wants supervisors to be alert as the energy level of workers should have changed considerably since they have added more salt to the diet. If there is still energy loss, let medical know it. Don’t let the workers know yet evaluating this.

Cans in pig feed—Janie says they are separating—but apparently the cans get full, and they start looking for other places to put trash on and the pig feed cans or what have you is handy. They have moved the hop swill cans to another location in hopes of diverting the transgressors through the mud.

Lunch boxes not being returned—this causes hardship on crews. The supervisors often fail to bring in the boxes, so the crews don’t get their lunches. Need to put penalty on offense. Make it a regular check-in item on the evening list. It is just like other equipment: you miss a meal if not in on time. Let them miss a meal if don’t check back in the lunch box.

Waste, there are boxes sitting out and around that should be picked up. Inspectors should be lookin’ for these.

Wood at front gate—Joyce says they have been short of wood at gate end, also short of feet—not enough to cook for the 1000 people here. However, as of Monday, may be able to send out wood. Not good for them to cook anyway, too much diarrhea and thought to be the utensils don’t get clean. Some clean up and some don’t.

Each team going or should write up evaluation of their team. If the off-going team leaves a mess, they should be written up for a warning.

Tractors to be scheduled out of Agriculture and trucks to be under C. T. not clear what they have worked on, but both C. T. and each say they are satisfied, so issue dropped at this point.

Since item was placed with C. T. for economy of planning, should at least have report into MAOS to be sure still being done with best use of vehicles...so there is coordination and saving of fuel consumption, etc. Farm should be advised, they will not be changed fully with this additional notice.

Security check in-piggery & chickery: It cost us a great deal in production because generator went out and IS did not check on this because it had the pattern of people down there to not bother checking. In...this is danger to security & just check. New rule shall be 15 minute check in. If they fail to do this by second check in time (half-hour) IS is it go down and check it out. If they just roosed and didn’t check in will be automatic transfer to PSU. Warning should be given in Rally on this...it has been a serious problem.

Horn . Dad said okay on blowing the horn at noon and at quitting time. 6 or 6:30 as the condition calls for.
AGILE 7 August 7

QUICK DAD --Supperation was made that we might consider taking a 1 hour lunch time every day and quitting at 6:00; some businesses statewide only take a 1 hour lunch. Nobody will ask on it.

Time

Time is a problem in Jones-town. We have clocks and are always late to appointments as a result. Consider a gong or bell system.

Steering

Steering to announce the time in the morning: 6:00, 6:30 and 7:00. After again at 7:00 o'clock. They can set the right time before breaks leave then tell dispatch the correct time from radio.

Monitors

Not practical for us to monitor...only 2 phones on at that time. Also people do not tolerate monitors...and the monitor is too high.

Playground

Placard the barrack has been removed until it can be rearranged. Will get it fixed before the guests arrive. The fence has also been completed. Some complain it is a little crooked, but all agree it is 9/10th and looks okay. Playground barrack will be done by the 16th.

Fences

Shirley Greg is to care for the fence. They are to use the fences that must be painted...we do not want to paint fences in the future...don't have enough people.

Colors

Jack suggested committee to approve colors. LETTER TO SUB 2. ALEX

Bridge

The lower rail has been removed and upper has not been put on. Charlie says will be fixed by next meeting.

BRIDGE DRILL--Ave's committee was to drill each house and form on 25 or 30 points dad gave in rally that should be directly coached and drilled into every person before guests arrive. They have done the apartments and have done about 70 of the cottages...are going cottage to cottage with it. She is working on it.

Purchasing

Everything is going to be stopped soon on statewide purchasing. Inventories and budgets are a key to future buyin.

Harold turned in a memo on this, need to let everyone know in house inventory of stuff and must interpret into their own work. Have to get another 3 weeks to get this complete. Have not done her inventories...can't inventory until they...
are into the new building where there was room for their material. (However, they can put down usage amounts as Tish advised — Ruby directly how-to-do, and this was not being done. I'll advise next week on this.)

Johnny

The mechanical parts and tools are not done, the heavy equipment inventory is not done... like tractors, trucks, etc... just get the forms ready — will have to have something to report on.

Kays Dept

(No) the sewing factory has no way of inventories. Incorrect order can weight the material and they place it in categories not used. They can use the yardage called in at the time that can be the material cheap... and it knows the six sides values on almost all of the material. We can have someone in SE go out now and get prices on the "kinds" of fabrics. Tish and Ruby can make up a tentative list. We can convert these prices to Georgetown money...about 30
coupons by the end of the #. We'll start writing about this.

Kamaca

Kamaca refused to do an inventory. She refused to do it... possibly an ID on the # is tentative.

Albatroses and Com distribute inventory yet. RECOMMEND that it be done by the first meeting. Should have gotten an inventory when he got his purchase order on the boat. This should be brought out here and priced out so that all dollar values. Radio Richard to get help for this.

Cassava Mill, Condensed by Safety Committee. — CC doesn't feel there is any greater danger than has ever been. The two accidents that happened were people who never should have been in the equipment and did not follow instructions. Further, he says he does not feel the equipment will be EXACTLY FUNCTIONAL after the accident, and will have to wait till after guests leave and food is completely removed before he can even put the equipment on road to bring in the mill for the work. Farm maintains not dangerous if follow instructions.

Doug reports the second incident. Aaron, Doug and safety committee to be brought in on this. Radio Richard to get help for the analysis committee which makes sense.

Analysts agenda

Meeting adjourned, 7:30

C-E-A-66d
August 7, 1978

To: Johnny Jones,
Chief Administrative Office

From: Harold Bogue

Re: Inventory Status

The following areas are the only ones which have not turned in their inventories of equipment and supplies:

- Bulldozers - Jack Beam
- Farm Tractors and Eq. - Jack Beam
- P.A. Crew - Lee Ingram
- Refrigeration - Lee Ingram
- Child Care - Ava Jones
- I.S. - Johnny Jones, Jr.
- J.T. Police - 
- Boat Security - 
- Front Gate - 
- Medical Dept. - M. Jones (said it would be avail. 2-3 weeks)
- Businesses - Kay Nelson
- Cudjoe - 
- Albatross - 
- Camacha Store - 
- Sewing Room - 
- Mechanical Parts & Toolroom - C. Touchette
- Machine Shop - C. Touchette
- Electrical Shop (pricing) - C. Touchette
- Transportation - C. Touchette (tractors, trucks, trlrs. etc)

The inventories in hand are being priced with what limited info. we have available. This is a slow process. The prices we don't have will probably have to be estimated by the ACAO's in charge of their respective areas.
MINUTES OF THE MEETING


Agenda

1) Sanitizing Shower floors
2) Safety Report
3) Rolling barrel
4) Road overhaul
5) Dump truck from NC
6) Landscaping
7) Messup vs cleanup
8) Broken furniture disposal
9) Agricultural tractors
10) Access Roads completion tasks
11) Inventories
12) Rodents
13) Change in planting schedule
14) New Truck to Ridge
15) Truck in town and Bedford Van
16) Rotating town newbie
17) Incentives
18) Luncher and boxes
19) Chest and beans
20) Food at front gate--Tim Jones
21) Restroom and Ridge police item
22) State wide orders--HUGGET
23) Personnel lists from all
24) A Review Board--F, E, B.

Showers

Phyllis Bloom reported that it will cost us about $37.50 to sanitize all of the floors in the showers in Jonestown for one year. It seems to be successful so far from tests we have taken.

Safety

The safety report was called for—they are working on the PSU primarily at this time--no follow-up safety report given.

Rolling barrel

The barrel formerly on the children's playground and removed for safety reasons, has been converted to an incinerator for the medical department for burning infected waste, etc.

Road

Have 35-40 logs in place and writing for the rest to come out of the bush. Should be through with it this week. Plan to have done Sunday for sure. Going to put the wood back on the site so it won't come off.

Have gallon of the fence paint left...

Dump truck

Question whether or not we should try to get the dump truck from the Ridge--we still need the fines and the lumber? no specific resolution at this time. Wait and see when Lee returns from Ridge.

Landscaping

Got everything planted out and the plants that we gave out to individuals for yard beautification seem to have gotten planted in the cases I checked out, in the cottages. Have planters yet to do but must get some logs and top soil for this. Have it scheduled. The front end of the place looks bad. We are out of materials to landscape with—We had not planned such a massive landscaping program and have used all we had—said Gene.
Messup/Cleanup — Shirley mentioned that at some point we must discontinue the policy of messing up one area to clean up another. It is a major problem about the various areas in the central community — the tractors come through and make messes; the path gets fixed one place then another is messed up getting through to something else.

Broken Furniture — Harvann is piling broken furniture under one of the dorms and Ben is asking why and who authorized it? Looks worse when they are trying to beautify. (Note: this item later handled and settled in Steering meeting of same date).

Agric Tractors — How much more travel of the Agric tractors across the road we are trying to fix up (path across field) — They only need another 4 tons of soil and will have enough. J. R. said will still have to get diesel back and forth. If you roll by hand will mess up the barrels. There is also the issue of having to carry 2500 bags of sugar on the backs of men and the heavy flour bags.

C. T. suggested the kitchen organize their needs ahead of time so that he knows few days in advance, and he can arrange a daily delivery from the Cassava Mill so that they will not have to go through by tractor and other vehicles.

Joyce said she can and will do this.

Access Roads — If we can avoid the roads a few days will help greatly. If it looks nice when Fred arrives, felt the first impression is what lasts.

Mother concerned the men do not carry too heavy loads — all agreed. Better to even split the heavy flour bags and have two men carrying 4 bags rather than four try to carry one when it has to be done.

Rabits — Have run out of rat poison. It has been about 3 weeks now and would again like to try the cats down there — it should be long enough now that the poisoned rats are not going to be around to poison the cats. We were losing about 15% rice per week — it is now up to 25% said Jack. We are sending down some of our barrels for the flour and the rice to be stored in to protect from the rodents. Will either have to use barrels for storage or get sheet metal and make rodent-proof bins to keep them out of our supplies. We can probably hold them back with the cats, but no way can we get rid of them because they live in the bush and just come in to eat. Joyce commented we should see that they get fresh milk daily and are otherwise fed.

Lumber & Fines from Papaya — Went to Papaya today to transport some of the sugar to the train. Still have 4 loads of fines coming in In the future must coordinate it to save our equipment.

Change in Farm Schedule — Jack sees a very serious problem on the farm. Trying to operate with just one tractor. Must have the equipment. He has some barrels to move and time to move it out. If we miss plow time through the rainy season may cost us many weeks in our planting program.
Weather and equipment have been against us, said Jack. Only the bananas are in. Got half the beans in, but must finish it out with peanuts.

Now the land is able to be plowed. We have a very serious situation. In the gardens we have nothing to show—just tour the guests to bypass the gardens as they are not in good shape. Jack subsequently complained about the truck being used to go to the ridge.

Caroline explained how an emergency situation and the truck was taken for security, that in usual and future times our people do and will be taking the train. C. T. contended would probably cheaper to take truck to pick up chickens than land over as they have been pouring us badly on this. Lose too many chickens with other modes of transportation and the chickens are part of the farm. This trip today was used for combination, and was well utilized—will not be used for taxi.

**Truck in town**

It was pointed out that the truck in town is still used as a taxi that the Bedford Van is down and when Sharon needs to go places in a hurry has them to take her in truck. Another pointed out can get hired car on appointment basis from the day before they will be there on time for you—should not wait till the last moment to call them anyway.

**Radio message to go into town on this.**

When the truck came out from town was showing poor maintenance on it, is using oil heavily and may already need a valve job, has been run without oil. Came out with no oil in crank case. Even the hydraulic system was out of oil. The 500 gal we might gain is very low amount for our investment and the price of labor and maintenance.

C. T., Jack and others say half wheel best suited for here. Al and Steve Jones say the half wheel drive is better for the town that for here. C. T. says that unless can send in a maintenance person—better bring them out here. Stephen said we have burned out engines here too and better get our maintenance people here on a better rota while we are at it.

C. T. said when we have to take the truck over might make 600 to Fort Leume.

**The Bedford van in town down with throwout bearing.**

- **Radio person absent at this point—radio person is to be in this minute in the future.**

Rotating people—Phillips mentioned this will be a problem for medical with appointment schedule they are keeping. Carolyn said for all departments to keep in mind that the P.S. and others who rotate must go in, and will have to make appropriate adjustment in all departments. Please do not complain.

C. T. a. 6c
INCENTIVES
Phyllis Bloom reported that they are having trouble getting people in the medical department to work overtime since the praise system is no longer around. They worked well for the extra treats, but she's having trouble getting them now that the treats are discontinued.

Steering: passed the incentive program—buts cannot get any more projects started until after the guests. Will get the "beads made after the guests have gone." Will get Nancy and others on the program then.

Lunch boxes: Joyce said that Larym reports the lunch boxes are coming in now that the rule was made to lose a meal for not bringing them in and since they are on the check out schedule of fam.

Wood at gate: Joyce reported sometimes they get down to the last piece of wood. She was to give them wood starting yesterday, but they bypassed her. It came out Jack told Tim that if he got the wood off the truck before it got to Joyce that it was in Jack's back. Joyce suggests that they place their order for wood directly with Jack at one time for the entire week. He will put it out there. This was agreed to. Tim Jones responsible to place his order direct.

Wheat and beans: Joyce mentioned objection to the wheat and beans order being placed in her absence and thought fish manipulated it in rally. Caroline has asked for an analysis meeting with FES and to re-evaluate the situation. Meeting was set for Tuesday morning 7:30 for all concerned to be present. Part is based on Shirley Field's nutritional report and now information that beans are very scarce in Guyana.

Police item: Johnny or Lee were to advise Ridge and/or Kaituma police of the apparent attempt to sabotage our vehicles. Johnny did advise both law enforcement divisions.

Stateside: Johnny reinforced his prior statement that all departments are to stop submitting stateside orders. Further all departments are to add developing alternative sources from which to buy supplies.

Inventories: Reading of the list of inventories still incomplete. Those are needed to be completed this week. All are to see Harold if a problem doing this.

Bathrooms: Shirley objected to the squaring of the hole and the depth irregularities on the new bathrooms. C. T. and other contractors advised the possibility of squaring with the equipment we have—the beam will only reach 13 feet when it is on good ground. All agreed it will be okay as it is proceeding.

Review Board: A review should be done of the things that are being sold down—such as the caps and tape recorders. All agreed that we have at times gone too far. It is both a supply situation and morale situation at time. FINANCE EVALUATION shall include this in their agenda and come up with suggestions on the issue. Possibly they should sit as review board since they get the ordering problems.

PERSONNEL: Caroline wants all depts to prepare personnel lists. 5 days listing scheduled daily hours and total work, 8 brief skills
ACAO FOLLOWUP LIST -- meeting of 11 August 78

1) Safety report not given.

2) Road still to be completed -- planned for by Sunday...

3) Need resolution on whether or not to get the dump truck from WJ.

4) Access Roads -- should consult with Donald Gunnison concern. If Access Road can be planned so as not to create problems of access of large equipment during rainy seasons and still allowing adequate use of main thoroughfares.

5) Cats to go down to pigpens and

6) Barrels to go down for the grain and flour storage from rodents.

7) Lumber and fines to be scheduled in free essays.

8) New farm planting schedule for fall crop should come in free analysis that C&L's will have the tentative period and crop schedule worked out for food planning. Should not go past 1/8 work on getting this in. FALSIBLE C&L's should meet with farm on this.

9) Have necessary parts been ordered to overhaul the burned out tractor and do we have an estimate of its downtime? Is a plowing schedule worked out with the other tractor?

10) Construction was to change the pickup truck to 6 cylinder engine to start yesterday -- since knowing this in operation, should check to see if more parts are needed in order to keep it running. We canceled the parts order on the pickup.

11) RADIO message to go in that the truck in town not to be used or take...

12) Discussion with Red about the truck in town... there are no problems on this. Should a maintenance person be sent in? Has it had the 5000 mile checkup that about oil and service on the vehicle in them? Is it also burning a lot of oil? POLICIES INipient. Report on what has been done or the look in the checkup. Amount of gas for trip, amount of oil, and ENSURE REPORT and mileage it drove, with speedometer readings given in the daily report. Is not for business, was it in line or what constituted the bulk of miles.

Should talk with mechanics and drivers and see if 4 wheel drive is better or 2 wheel drive is better in town... bearing in mind the input of Stephen and Al who should be in on the discussion, with others who are knowledgeable. SUCH CONSIDERATIONS SHOULD BE ARRIVED AS IN THIS ITEM.

13) Radio person to be in every ACAO meeting -- should be added to the attendance rolls.

14) Nancy Sines should be contacted to design some beans for the incentive program, and schedule production after the guests have left... should bring her ideas into steering in next couple of weeks.

15) Tim Jones to order his wood weekly in advance for front gate people.

16) Should there be any followup with police on the bluestar item?
17) Inventories and pricing of them must be completed this week. Should get a firm commitment that this will be done no later than Friday of this week.

18) Should anything further be checked on with the new bathroom?

19) F. E. D. AGENDA ITEM: review board for tape recorders, caps and such items. — noted for Wednesday's agenda.

20) Personnel lists — all departments should be reminded to get in the lists to Carol in within a week. They should go around mid week and see when she can pick them up from the AGENDA. To list names, scheduled hours for each and list of the skills of each worker.

FOLLOW UP ITEM: ORAL ADMIN. ITEM FOR CAO: AGENDA MEETINGS

1) Cassava kitchen pots — they let kitchen used them during their close down and Joyce unwilling to return them from what is reported... Should come up when Mary Kotharoon is present.

2) 3rd pole structure still to be covered or roofed.

3) Administration office still to be completed.

4) Room monitors?

5) Completion of house drill — GIANT JOB TO DO AND IT MUST?

6) Scheduling of Ray's trip to Kansas.

7) Confirm analysts decision not to repair cassava mill, and to repair the stove instead.

8) Security people to take care of mess and brush around Dad's place.

9) Does Johnny need to discuss with Dad the issue of the senior garden being ripped out and "doing it right..." or... analysts recommended to yank it up and plow and let it lay fallow for awhile... couple of rows here and there.
PROBLEM AREAS AND FOLLOWUP — 22 August 78

1. When electricity goes on in cottages must go through in re the lights left on when electricity went off.

2. Steering—A meeting date should be set even if it is not until next Monday. People do not feel rejected if a time is set for their functioning.

3. Analyses—should not wait until Friday night...possibly tomorrow night after the fashion show they should meet. The agenda is heavy and things are not doing too well. Russell checked in with Carol on F.S. schedule only once. No one told me; I asked this morning because it was on my check list. (See item one on commentary)

4. A.C.A.O.'s time should be spent planning the meeting and an agenda should be drawn—allowing enough time to adequately cover the items list. Then a time should be set for the meeting.

5. Government responsibility: Function sheets and large red chart...these are completed and should be given to Dad to double check before putting up publicly. Possibly he will want to give a copy of the Function sheet to Freed...but he would have to check it first. Let me know if anything still needs changing. Gene worked with me on this.

6. Steering items become A.C.A.O.'s—the following as far as I know are either incomplete or have never gone on your schedules for A.C.A.O.'s.
   a) CT to figure pricing for Senior sitting area structure.
   b) Hall system (gong) to be completed.
   c) Color wheel selected for cottages in order to placed.
   d) Railings in pavilion to be scheduled for moving back to outside walls and maps to be moved out also.

7. Department lists of personnel, hours scheduled and skills—I mentioned to Lucy and had Jesse give her a list. You told A.C.A.O.'s she would pick them up from them. She is starting to contact them today. Needs a public announcement again to remind them to cooperate with her on this. Carolyn asked for it last meeting.

8. Yellow time sheets I gave you last A.C.A.O.'s were to be reviewed, the pink retained by you and the yellow's returned to me. Did not get them back and am holding this week's time sheets for you now.

9. Ernestine Blair—Jack wants to replace her with Eugene Smith...did he talk with you on this? Is there some other place she could be placed so it would not hurt her so much. She says she wants out every time it comes to floor, so think she would feel relieved if have some face saving change.

10. Town still has not gotten us the soil-testing items Russell needs. Will put through another radio message on this. RUSSELL GOING ON HIS SCHEDULE...this tends to mushroom very fast, because his emissions cause entire growing area to fall down.

11. I gave you two additional memo's...wanting your input before I went to dad with the items, or let you do it if you prefer. Felt it was important or would not have taken time to write it. If you have no opinion on it will go ahead and write it up to Dad...would rather have your reactions and analysis first. You have only copy of one of them. One on F. B. members and other on A.C.A.O.'s...
AGENDA ITEMS and followups... through prior meeting.

Followup:

1) All personal lists with worker "other" skills lists to be in to Carolyn Lo; are these all done?

2) Major Thomas - what about dump truck at Ridge; still need to borrow & should arrangements be made?

3) Key to schedule downriver trip to Karma for inventory and planning - when is this scheduled? After Labor Day - rare after Romp.

4) CAOA's and ACOA's should confirm analyses decision not to repair the cassava press or mill for safety reasons; originally - now not considered unsafe. C. T. was to fix the STOVE, considered much more dangerous at the Cassava Mill.

5) Did Agriculture complete Carolyn's instruction to prepare list of instructions for every plant they spray; written down?

AGENDA ITEMS

1) Cassava kitchen gave pots to Joyce's group, or kitchen while they were closed down. Now are re-opening and say kitchen will not return their pots (Mary Woolworth and Teen Turner complaining). Is there some reason for this?

2) PROV STEERING - Was pricing done for senior sitting area by C. T.?

3) PROV STEERING - Is the Bell system (going) started? Who is assigned?

4) PROV STEERING - Railings in pavilion to be scheduled for moving back to outside walls and maps to be moved out also.

5) PROV STEERING - Colors were to be selected for cottage paint and order to be placed. As of this date Finance Evaluation Board has not received the order.

6) Inventory security in Parks and Tool room - Mat expresses need to keep people from gate-hopping and stealing or taking supplies without notation. Recommend fencing to ceiling and door with lock and a periodic security check to check to see that night supervisor keeps it locked - none should be in there but night supervisor after list is gone, and will have to make notation on any items used.

7) ALL DEPARTMENTS are responsible to see that your inventories are completed with prices and that by September 1, you have a costing program in effect in your department. Every ACOA is responsible to see Harold or Tiah to see that monthly cost sheets are going in to the accounting department. September 1 is starting deadline. If the ACOA does not have the new costing setup started, they are responsible to do it. Jesse will be around on September 1 to see that the new systems are in operation. Carol, Tiah, Jesse and Harold will personally come in and help you set it up, but it must be in and functioning by September 1. One week for tentative budgets will be figured for each department, and thereafter departments will have to function within these budgets - though they can request to mod.
modify if they feel it is not reasonable. All departments are
hereby requested to list as many as possible ways in which
they can cut their departmental costs, and ways to reduce the
labor necessary to operate their departments.

These lists should be turned into the HCAO's. All workers
should be asked to turn in suggestions for reducing costs and
labor expenditure in their departments.

(9) SAFETY REPORT IS TO BE GIVEN EACH MEETING.

(9) MERCHANDISE EVALUATION COMMITTEE SHOULD BE NAMED. F. B. B. recommended
that Kay Wilson (representing the stores) and Joyce Tuchette
representing central supply and family needs be placed on the
committee along with others recommended. Hugh Poulson is
alternate for Kay but a regular committee member, and possibly
Alice Ingram and others would be placed on the committee of perhaps 5-7 members
with requirement that at least 2 from each of the two divisions
be present. Perhaps the others could be chosen to be civic.
However, an issue is at hand with the
store currently in the warehouse—Patty wants them now, and the
Central supply needs SOEC for the field workers and shoes in the
sun needing protection for their eyes.

C-B-6-556
021-0-2-2
24 August 76 ACOC FOLLOWUP

1) Marie Rankin to turn in safety report on how to make the press safer.

2) Canmed milk—Ron and Joyce determine about putting the milk into the cellar and build skids or racks for it. Determine deadlines for use.—Jerry

Memo
Richard to be notified to get after me a barrels—don't get barrels that have had petroleum products in them—get barrels that have had food in them.

Farms analysts to discuss feed storage—done.

Memo
Notify states to get us books procured on food storage methods and problems. Need excellent library on this.

A memo to see tarp in on the trailers going out to load the boats. (even if it is sunny)

Memo
A memo to go to Georgetown about mishandling of flour bags, tearing off corners, etc.

3) SAFETY REPORT TO BE REGULAR AGENDA ITEM WEEKLY FOR ACOC MEETINGS.

4) Papaya—Additional 100000 BK of wood due us...has contact been made? Yes—Additional 90000 BK of wood due us...has contact been made? Yes

5) Flagpoles to be put up.

6) Inventions—Cliff has been assigned to make the beads for program has this been started?

7) Someone check with Lee on apparent "looseness" of [Nancy Sine's] schedule.

8) Aurora Rodriquez to be contacted about doing the garbage cans deco.

Paint to be selected for cottages and order to be placed—not yet done.

9) C. T. to do the plan for the Sr. sitting areas (structures).

10) John Brown (ACOC is Jack Bean) to arrange the stationery shots—Jack said he would look into it to see what has been done.

11) Roads crew to be set up; crew of six selected—work schedule to be mapped out with Christian...has this been done? Chips for parts of road tried?

12) Place on Hill at ridge—to check this out.

Memo
Yes to meet and make decision on rock crusher—done. Decided to buy.

13) Are all ACOC's giving ACOC's cooperation?

14) Inspectors to be on analysts agenda for work time to be scheduled with their crews—done.

15) Did farm plan get revised as ACOC's requested?

16) Did all crews get in their personnel lists, scheduled hours and skills?

Education—Did Ava meet with Bob Christian and Jane and Gene to meet and legalize or formalize terms of punishment for specific offenses for jury?

Is Lucy getting the weekly reports from ACOC's she is supposed to get?
ACAO FOLLOWUP LIST OF ITEMS from last two meetings...

1) What happened to disinfect on shower floors? Was testing successful?
2) Shirley Gieg to have a REGULAR REPORT FOR EACH ACGA MEETING on the
   Safety Followup to see what has been corrected and what has not.
3) Major Thomas -- Are we still to get the dump truck at ridge for the
   fines or lumber?
4) Did we get the lumber from Papaya? If not, should we be getting it?
5) What is happening with the fines? Are we getting more.
6) Where are we with the cosmetic overhaul of the road?
7) Did post holes get dug at piggery from the meeting of July 31?
8) Report on the inventories! Did Harold arrange the meeting to
   notify everyone what was needed for them on the inventories?
9) When will C. T. get the 3rd pole structure covered with aluminum?
10) When will the administration office be completed?
11) Are the lunch boxes being returned or missing meals if the boxes
    do not come in?
12) What about wood for the front gate?
13) Johnny Jones said he had an idea on the noon monitors (news) --did
    it get done? Or do we need to come up with another.
14) Was the barrel back on playground, or has it been repaired yet?
15) Has Ava's committee completed the house drill?
16) Did Kay meet with Pat, Rhew, and Ruby? and when is she scheduling
    her trip to Kamas to do the inventory. Will Hugh be here in her
    absence?
17) We have a STOP on stateside purchasing except emergencied: this must
    be a REMINDER Item...
18) Confirm analysts decision not to repair the cassava mill for safety
    reasons -- and did C. T. fix the stove that is reported to be so danger-  
    ous?
19) In re the trailer tires we thought were sabotaged in front of the
    quarry -- Did Johnny or Lee see that this got handled? Did we elect
    to report it to the police? Does any more need to be done on it?
Ask man in work to move broken furniture.

Details:
- Notify the department as soon as possible.
- Joan Dawson: can she go to medical dept.
- Intensive program must be generated.
August 7th Followup from ACAO meeting...

1) Instructions for every phase of agriculture and livestock to be complete
2) Stove at Cassava mill to be repaired by GT.
3) Phyllis Block check health hazards of the spoiling canned milk.
4) Ruby and Nancy to select paint colors, confirm with Dad and GT place order.
5) Johnny or Lee pick up railroad ties for timing gate, at 9 miles' bent iron.
6) C. T. to construct fence on up to ceiling in mechanical tool room and complete door so it will lock.
7) Inventories still to be completed with prices.
8) Merchandise evaluation committee to meet -- should set date. Key to call.
9) Frockes get priding from Gtn on silos.
10) Frockes see about getting 300 barrels in Gtn.
11) Phyllis check on powdered whole milk vs canned carnation for formula.
12) Mary W to write children's course in art. J.
13) Jack B. to check if distemper shots have been arranged.
14) Johnny/Lee--Papaya to be contacted re 3100 BM lumber
15) Richard to see about the 9000 BM in Gtn.
16) Johnny check with dad on the transportation problem in Gtn -- should it be reconsidered to get another vehicle for his use in purchasing?
17) Announcement to be made re incentives and department supervisors should be turning in their names for BEST WORKER in each department.
18) Lee to report to triumvirate on Nancy Sines schedule.
19) Aurora Rodrigues to paint all the garbage cans.
20) Richard to check on draft animals...Frockes list.
21) Another business person in town needed?
22) Medical department to pass out short day lists.
23) What about castration of the male kittens of the large black cat?
24) Are the new persons going to be trained in doing the castrations?
25) Safety report is to be given weekly at the ACAO meetings--was not done this past meeting.
MEMORANDUM TO ROGER:

FROM ---ACAO [REDACTED] OF 29 AUGUST 7---

1) Probes contact back toified states on issue of getting bunks for strength. Suggest we procure them for a period, etc.

2) We are considering purchase of some panels (metal) for storage of“To” for the vehicles. Charlie says that there are available in Fairbanks. If you ask, they are not on the price list. Would you check with them about availability?

3) Also concerned about clothing for the soldiers. The clothing is not new and there are available products in them. Write to Price and available that they are not near to delivery.

4) Probes medical personal or factual physical exam. One week from their furlough. beans with the medical officer for their record.

5) Can we get the medical exam for distance shots in town. At it available? For lunch?

6) Ask Richard if he has followed up on the 97, Ste. of Lamar we were shorted. Put this on daily status until we get feedback. Please report daily to the File on a meeting with Richard. Let's agree on a time.

7) Ask Richard what the completion date is on repair of all tracks to be completed by end of first week of October, the 7th, or go to December. Please remind him and tell him that I would like to get some feedback on this.

8) Richard and Jack discussed issue of draft notices; it can also be discussed twice in 2 weeks to check the notices, etc., and to make the contact for us. Whether or not the draft notices have already been filed we will advise of how on the last week of the month. Either one of the officers is --- C-80A-53
ACAO MINUTES—29 AUGUST 78

Attendance: Albert T., Sarah Tropp, Phyllis Bloom, Charlie Touchette, Harold Bogue, Carolyn Layton, Mike Prokes, Jack Beam, Tim Leroy, Stanley Clayton, Hugh Fortson, Darrell Devers, Jan Wilsey, Johnny Jones, Gene Chalikin, Joyce Touchette, Paula Adams, Rhonda James, Carolyn Kirkendoll, Judy James, Rhonda Fortson.


Followup:

1) Agriculture to complete Carolyn's instruction to prepare list of instructions for every plant they grow, spray, etc., instructions for every phase of agriculture and livestock.

2) Safety at cassava mill -- the press not to be repaired, but the stove is to be repaired. C. T. said he would take responsibility.

3) Cassava Kitchen gave pots to Joyce's group to use during their temporary close-down. Kitchen now refusing to return them. Jack is to have Mary W. go through the kitchen and list the look-alike pots and give the list to the 90's. A decision will be made from this. The Cassava kitchen will be operating again soon.

4) The question of the canned milk storage came up in a meeting and was referred to 90's. Phyllis Bloom is to check on the health hazards of the spoiling canned milk. What are the risks of botulism, etc.

5) Paint colors to be selected by Ruby and Nancy and given to Charlie so that an order for paint can be made up.

6) Timing gong -- Iron to have been selected. Johnny or Lee to try to pick up some bent iron at 9 miles. They are to use railroad iron on a chain for our bell. CT will have it constructed when he gets the railroad iron.

7) Inventory in the tool room is a problem with security. Nat expresses need to keep people from gatehopping and taking supplies without notation. Recommend fencing to ceiling and door with lock and periodic security to check that night supervisor keeps it locked -- none should be in there but night supervisor after Nat is gone, and will have to make notation on any items used.

Also, Frances Johnson will help part-time in the tool room as soon as she is over her present physical problem. Medical to give her a release before starting.

8) Incomplete inventories: Dollar volume inventories not yet completed by F. A. crew. Security, Medical still not complete, boats, store, saving, electrical pricing and High School. The stock room for Nat is not yet complete, either.
Other Agenda Items:

1) Merchandise Evaluation Committee
2) Food storage booklets
3) Feed storage-animals
4) Powdered vs Canned milk
5) Children's art course
6) PSU & Education dept
7) ACO's Putting People on PSU
8) Nickets in pigstitches
9) Pigeon commercial chicken growers
10) Distemper shots
11) Additional barrels-9th
12) Lumber from Papaya
13) Albatross completion schedule
14) Cleve meal-bead program
15) See to check Nancy's schedule
16) Aurora to paint garbage cans
17) Georgetown problems-Richard
18) Georgetown business person
19) Road crew
20) Schedule meeting-paperwork
21) Dispatch officer-Lucy
22) Guzio businessman
23) Georgetown repair orders
24) Short day lists--medical
25) Lost treatments-infections
26) Black cat castrated-others?
27) CASTRATION-technician trained?

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1) Formation of MERCHANDISE EVALUATION COMMITTEE was announced by GAO's in response to need to evaluate what items should be sold and which items are needed for use by family.

The following persons have been selected: Kay Nelson, chairperson, (Hugh alternate), members-Ruby Carol, Joyce T. Church, Hugh Fortson, Beverly Livingston, Alice Ingram and Kay Nelson. This committee falls under the BUSINESS department.

2) Food storage-Frodes is to contact both Georgetown and Stateside on vendor of getting books, booklets, etc., on ways for tropical food storage, problems with canned goods, etc. Suggest we procure some from Berkeley, etc.

3) Feed storage-animals: Present plan is to build bins for the feed storage. Consider also purchase of silos in Georgetown -- Tell says were available. GET PRICING ON THESE.

When the new buildings are constructed for food storage in the central community area, we are considering special storage for the flour and grains -possibly the large plastic tanks, or the vacuum barrels -but will need a lot more barrels for this. Check with Georgetown on the feasibility of purchase of the barrels and cost --not to have had any problems in these.

4) Since Bob Talley comes in with RECOMMENDATION recommendation on the saving of money through using whole, powdered milk as against the variation -former having greater shelf storage life also...and can put in vacuum storage...discovered need more informed. Phyllis Bloom is to check with medical and see the problems or benefits of the powdered whole milk over the canned variation milk for babies formulas. Milkman Whole Powdered Milk is what we have been using. Joyce T. to give her information needed.

5) Children's art course--Mary W. has requested to write out a children's art course for our school program. Carolyn cleared with Jack that the time for this is to be taken after school gets started again.

6) PSU & EDUCATION DEPT?: Question is since PSU supervisors have children of school age, they need training in this. They are to come to training sessions. There are 3 permanent PSU children--they will be integrated into the public school system. Teachers will arrange alternates during their training sessions.
7) Tom Grubbs will spend more time with the PSU department when Dolores Wilson arrives to aid in the administration department. Tom has some ideas for working with anarchistic patterns, particularly in children.

ACAOS PUTTING ON PSU DIRECT... Some will be put on PSU direct from departments by the ACAOS in charge of the departments... however, this will become a day-to-day thing; they will have no control over how many days or when the person can come off... Sentence is not to be determined by supervisors; is determined by Dad and Jury in People's Rally.

8) Chicken feed—There is some question as to the value of the chicken feed—John Harris is challenging it... says some have signs of rickets. Those on the pig feed doing okay so far. Hugh said John Harris gave chickens ground up corn to cure the problem... Jack to check this out.

9) Fuses to radio Georgetown and see what commercial growers feed their chickens—if same thing, then not likely the problem. We have had no trouble with this before. There have been a lot of sanitation problems reported lately, and these may be contributory.

10) Distemper—Jack was to check if John Harris has arranged the distemper shots. There should be a radio message and an order go in on this unless John ordered direct through medical ordering person... JACK PUSH IT...

11) Richard is to be contacted for more barrels for food storage from Georgetown. Need at least 300 @ can be lighter weight... need only pull 5-7# pressure... Not get petroleum product barrels—food storage only should have been in them.

12) Lumber—3100 BM short from Papaya, 9000 due us from Georgetown... Ask Richard if he has followed up on this. He is having transportation problems and this is a major problem.

Johnny
This should probably be conveyed directly to Dad... from what Richard told us is a major part of why he cannot get his work done... Jack feels is valid problem...

13) Albatross—Richard was to see that this is completed by end of 1st week in September, if not—then it is to go to dry dock... in Georgetown.

14) Claire asked to make the beads for the program of incentives... Will make announcement tonight. DEPARTMENT SUPERVISORS SHOULD BE TURNING IN THEIR NAMES FOR "BEST WORKER" each week.

15) There was a question on Nancy's scheduling—Lee said he will get her schedule checked out, and report back to us on this.

16) Painting garbage cans—Aurora Rodrigues is to paint all the garbage cans like the ones she did for kitchen. Was to do this with Humna. Presently working on loan to sewing department.

17) Oil problems... Richard doesn't like to haggle—likes being nice guy... Wries says he is raising hell and copping an attitude... they have no transportation... FROG IS 12.

18) DRAFT ANIMALS—Jack told Richard whom he should talk with... Mrs. Bachm on X. Bank... he agreed to this in front of FES when last here...

Prokes to tell him about this... Remind him he promised us this...
18) Another business person needed in town -- Carolyn will check this out and others of triumvirate; she said they had others in mind.

19) Road crew was selected by triumvirate...

Burrall Wilson, Kooty Wright, Pat Patterson, Jerry Wilson, Larry Leyton, and Mike Touchette.

The bulldozer operations are still under Jack -- Mike is to be conferring with Jack on his work assignments; he is still under Jack on dozers. Christian is over the road crew.

20) CAO's are to sit down with Farm department and accounting and figure what should remain on the paperwork... Thurs 1:00 PM.

21) Dispatch officer -- Lucy Cranham; all departments are to check with Lucy on things going out of Jonestown. Attach instructions for Gtm and DO GET AN ORDER NUMBER FOR THE ITEM. Question asked if the fertilizers even reached Georgetown — opinion was that it had.

22) Cudjoe business -- The cudjoe falls under the Business department which is Ray and Hugh. Hugh will work directly on the cudjoe business. Lucy will let the Captain know and will sign for the manifest going to Georgetown. Lucy is then to go to the radio and transmit what she is sending in so that they will check off the items on repair, etc. Repair items are to first have departmental supervisor's signature and then come to finance committee with a ballpark estimate for repair; if too far above listed estimate, Gtm should get approval for increase.

23) ORDER NUMBERS WILL BE LISTED for items sent into town for repair. Presently, looking for drums and gauge sent in for repair... everything needs a number.

Many of the contacts have changed it was pointed out -- and a new list of information needs to be compiled. Guyana Electric was asking us about source for buying the rewinding wire for motors from stateside.

PUT DESCRIPTION OF THE ITEM ALONG WITH THE PURCHASE ORDER NUMBER. Must have Dad's approval for the expenditure. Describe what you think is wrong with item, and what you think might need to be done -- and what kind of place to take it to for repair, if you know... check with Charlie and others for this last information.

24) Medical department will be passing out weekly -- SHORT DAY LISTS of people who are to come to medical office on days if not on list need to be sent by department head or treatment nurse signed note.

25) Phyllis said that on leaving all treatment if infections still persist they often forget them or the dirt stays in too long - much more severe infections result. Medical does not have the night staff to handle all of these at night.

26) Wagnal was taking care of the big black one that was castrated -- there are a lot of little males running around that will be impregnating their sisters and through inbreeding danger of malformed animals with deformed hips, etc. Important we get them castrated and castrated...

27) CASTRATION FRIDAYS -- It was agreed we need some other persons besides Larry to handle the castrations. Get Larry together with John Harris, Cleveland Hewett and Vicki Marshall... Johnny will suggest this to Larry and John Harris...

C.S.A.-SYD/Slomat at 3:00