

Western Regional Office
 CONGRESS OF RACIAL EQUALITY
 2085 Sutter Street
 San Francisco, California

TO: George Wiley
 FROM: Wilfred T. Ussery
 SUBJECT: Western Region and
 Western Regional Office

DATE: February 1, 1965

Period covered by report: September, 1964 - January, 1965

This report covers parts IV, V and VI of your Field Report Outline. Parts I, II and III were sent to you January 25, 1965.

IV. BUDGET

- A. Rent

Western Regional Office - \$55.00 per month.
 Actually spent in November and December - \$110.00.
 As of February 5 our rent will be two months overdue,
 the amount being \$110.00. Until we are allowed to
 open another bank account, this is supposed to be
 paid by the National Office.
- B. Phone

The bill is sent directly to the National Office
 by the phone company, so I have no knowledge of
 the amount.
- C. Auto

No autos owned or leased, but in December a car
 was rented for James Farmer when he was here for
 the Free Speech Movement Rally in Berkeley. The
 cost was \$15.00
- D. Air Travel
 Auto Travel
 Other Travel
 Other Expenses

The following encompasses expenses spent in November
 and December, other than office expenses and
 supplies. The amounts cover expenses for the
 Western Regional Convention in Los Angeles, November
 27, 28 and 29, during which the Regional Action
 Council was selected and the Regional Constitution,
 etc. was drawn.

Staff was (This includes National Officers and paid
 staff) given expense money, and each person chose
 his own mode of transportation. Amounts went to
 Wilfred Ussery, Virginia Burton, Bennie Holmes
 (Task Force) Le Faucette (Task Force), Shirley
 Mesher (PR), Lois Rogers (Secretary)

Travel expense	\$156.00
Supplies	410.51
Conference Hall	150.00
Orchestra (Dance)	100.00
Conf. Regis. Fees	<u>25.00</u>
(For Nat. Officers and Staff)	

Total Conf. Exp.	\$841.51
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Convention income:

Loan (Since paid back)	\$250.00
Convention Dance and Registration fees	<u>565.00</u>

Total	\$815.00
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Convention Deficit	26.51
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E. Office Expenses

Our stationery bill for November and December is well over \$300.00. This includes Supplies bought in September and October also. I don't have the exact amount because the bill has been sent directly to National from Don Spier, Stationer. It includes Mimeo paper, index cards, manila folders, etc.

Approx. \$50.00 has been spent on postage

F. Projected budget

Because it is already February, I'll project expenses for February and March.

Postage - Training manuals to chapters and regular correspondence	\$75.00
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Postage - PR and Fund Raising (See separate report)	600.00
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Paper - Training manuals to chapters, Press Releases, etc. Fund Raising Appeal letters Total of at least 15 cases	250.00
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Envelopes - 7000 Regional Office	84.00
- Remittance Envelopes, 2,000	25.00

Rent - February and March	110.00
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Phone -

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Miscellaneous - (Petty cash, etc.) 100.00

\$ 1,144.00

I can't, at this time, project how much money will be needed by the new Regional Field Secretary for travel expenses. I would assume that all of February and probably part of March, he would be familiarizing himself with the reports of chapter activities, and generally familiarizing himself with the problems as a whole.

V C. Regional
Action Council

A regional Action Council has been organized in the Western Region. It contains most of the leadership of this Region. The first meeting was held in San Francisco shortly after the Regional Convention, which was held in Los Angeles in late November. There is good reason to be optimistic about this body's effectiveness in giving the Region a sense of direction and help with many of its problems.

A copy of the minutes from the Regional Convention and the RAC meeting are enclosed.

Space

The Regional Office is a room, 10 feet by 11 feet. During the day, two people are presently working in the office. When we have a new field secretary, and while he is in town, three people will be working here full time, plus two day-time part-time volunteers

At night time there are usually three volunteers plus a staff person working here. Often we have as many as 7 and 8 people working in here together.

We have tried to think of many ways to correct this situation, namely, finding larger quarters. We could possibly find a two room office for \$75.00 a month, or, for \$100.00 a month we could rent a 6 or 7 room residential flat. This would give us all the room we need, plus giving space for meeting rooms, supplies, etc.

Incidentally, also crowded into this 10 x 11 room are 4 supply cabinets, two book cases, three desks one file cabinet, plus about two dozen large cardboard boxes which hold our files, etc.

VI. RECOMMENDATIONS

I believe this item is covered in my evaluation.

Respectfully submitted,

Wilfred T. Ussery,
Second Vice Chairman