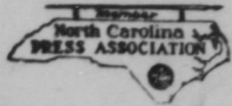


The Zebulon Record



THEO. B. DAVIS, SR. ————— Editor

MRS. THEO. B. DAVIS, SR. ————— News Editor

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(By the GUESS EDITOR)

THE NAVY GETS THEM YOUNG

From John Earl May of Zebulon comes a request to the Navy Editor of the Record for the booklet on Life in the United States Navy. Interesting is the fact that John Earl May is but 11.

AND IT'S DANGEROUS TOO

Beginning next week we plan to publish a list of the license numbers from cars which double-park on Main Street. We firmly believe that in time of war it is the patriotic duty of all good Americans not to frazzle the nerves of other good Americans by hogging the street with a parked car even though only for a few minutes.

Secretarial Duties

Because the secretary is one of the most important officers of an organization and because there is a confusion of ideas as to the duties pertaining to the office, the article below is reprinted from The Christian Science Monitor. It is well worth saving. Also worthy of note is the fact that minutes of a meeting are meant for members and not for the public generally and therefore differ from a report of the same meeting prepared for a newspaper to publish. In the paper it is best to suppress whatever might cause discord or misunderstanding, while it may be necessary to include it in minutes. Routine business of any meeting, such as roll call, reading of minutes, etc., is not news and should not be included in an account for publication.

The Recording Secretary

The recording secretary is the historian of the club. The secretary's record, commonly called the minutes, is the most enduring thing about the organization. The minutes should constitute a record of what is actually done, not the opinion of the secretary. The amount of discussion and supplementary motions that are included will depend on the custom of the society. Some clubs prefer very full minutes, others very scant. The secretary will have to learn these things and be governed accordingly.

Good minutes should conform to the following rules:

Always write the place and date at the top of the right hand page.

Begin a new page for the minutes of each meeting.

Write only on the right-hand page. The opposite page is for corrections.

Leave a Margin
Leave an inch margin at the left of the page. Use the margin for index notations.

Indent the first word of each paragraph.

Make a separate paragraph of each item.

In the first paragraph, give the name of the society, the kind of meeting (whether regular, special or adjourned), the place of meet-

ing, and the date.

Stat when and by whom the meeting was called to order, whether by the president, vice-president, or temporary chairman, and give the name.

If the regular secretary was absent, give the name of the person who was appointed secretary pro tem.

If the reading of the minutes was omitted, explain why.

Record each motion and the name of the mover, the disposition of the motion, whether carried or lost, postponed, or referred to a particular committee.

Minutes should be written in the third person.

Do not abbreviate.

Use punctuation and quotation marks according to common usage.

Minutes should be prepared in permanent form before being read and approved; otherwise there is no proof that the record is the one approved by the society.

Minutes should be written in

final form by the person who took the notes. They should be signed by the person who wrote them. The regular secretary, if present at the succeeding meeting, at which the minutes are read, reads the minutes and also reads the name that is signed, "....., Secretary pro tem."

While minutes should be brief they must contain all the essential facts. For instance, if delegates were elected to a convention, the minutes should state the names of the delegates, the full name of the convention, and the place and date.

Test your minutes by this question: "Would a person, who was not present at the meeting, gain a comprehensive idea of it from these minutes?"

Before the meeting, the secretary should prepare for the president a list of all business that is to come before the meeting.

In the absence of both the president and the vice-president, the secretary should call the meeting to order and ask the house to elect a chairman pro tem. The secretary may not preside except during the election.

From the Censors

Those who have relatives and friends in the U. S. armed forces and who want to write to them are asked by government censors to observe a few rules which will hasten the delivery of mail.

First, remember that all letters must be opened and the contents approved or erased.

Second, remember that your letter might chance to fall into the hands of spy or avowed enemy. Write nothing that will be helpful to them.

Make letters short, thus speeding the work of a censor who has not the time for too much family news.

Write your address plainly on both outside and inside your letter, also putting the name of the one who is to receive it inside the envelope as well as on the envelope itself.

The censor does not say so, but it may help the soldier to read little of so-called hardship at home or of criticism of what is being done. Don't send a sad, weepy letter to a man who may already have about all to stand he is equal to. Bravery has its place at home as well as on the front.

PEARCE NEWS

Order of services* at Pearce Baptist Church for Sunday, February 1st.

Sunday School, 10:00.

Preaching, 11:00 A. M.

Preaching 7 o'clock, P. M.

Mrs. George Carver, who taught in the University of Shanghai, China, will speak at the evening service at Pearce Baptist Church next Sunday, Feb. 1. You are cordially invited to attend this service. Dr. and Mrs. Carter live at Wake Forest College, where Dr. Carver teaches Bible.

W. M. S. from Harris Chapel, Hopkins, Bethany, Rolesville, Bethlehem and Wakefield will meet for a joint meeting at the Pearce Baptist Church next Wednesday, beginning at 2 o'clock. The Pearce church will be hostess during the social hour.

Prayer meeting Wednesday night at the church. Mrs. H. K. Baker will conduct the prayer meeting. You are cordially invited to attend these prayer services each Wednesday evening at 6:30. We need you.

G. A. will meet Thursday at 3 o'clock instead of Wednesday. G. A. was postponed due to the meeting of W. M. S. on Wednesday P. M. All girls between the ages of 9 and 13 are cordially invited to attend these meetings.

R. A. will meet Friday at 3 o'clock. You are cordially invited to attend these R. A. meetings. We need you and you need the training.

Sunbeams met last Friday under the leadership of Misses Eleanor Ray and Joyce Pearce.

Saturday A. M. is the day which has been designated to clean up the church grounds and we need you. Please come and help us and bring your tools.

The Pearce Home Demonstration club met Thursday P. M. with Mrs. Ellis Medlin and ren-

dered a very interesting program. Those present included Mesdames Ellis Medlin, Clifton Perry, Fernie Pearce, Edgar Johnson, H. K. Privette, Dewey Mills, Rufus Johnson, R. M. Johnson, Larby Perry, Jarvis Perry, L. D. Perry, Buck Pearce, and Paul Childers.

The Pearce 4-H Club girls and boys were entertained at a most enjoyable party last Friday night with Mesdames Lebron Pearce and Ethel Pearce and Miss Lillie Mae Braxton as hostesses. Weiners and punch were served.

At a recent meeting of the Pearce Home Demonstration Club the following officers were elected: President, Mrs. C. L. Perry; vice-president, Mrs. L. D. Perry; secretary, Mrs. H. K. Privette.

Mesdames Frank Pearce, H. K. Privette and C. L. Perry are spending a few days in Statesville, having been called to the bedside of Mrs. R. B. Gardner, who has been ill for some time. Mrs. Gardner was formerly Miss Margaret Gardner of this community.

Swain Pearce of Mitchell College, Statesville, N. C., spent the week-end here with relatives.

Ben Perry of Wake Forest College spent the week-end here with his parents, Mr. and Mrs. C. L. Perry.

Mrs. Robert Ward of near Bunn spent Sunday with her sister, Mrs. Fred Ray.

Grady Ray, son of Mr. and Mrs. Fred Ray, was inducted into the army Monday, Jan. 26th. At present Grady is stationed at Fort Bragg.

Those among our sick are Russell Hicks, who is at Rex Hospital, and Mrs. Dave Pearce, who is recuperating at her home near here. We hope for these and others who may be sick in our community a speedy recovery.

BEHIND THE SCENES

'BORROWED' SALES — In spite of increasing "spottiness" in purchasing power due to dislocations, retail trade for the nation as a whole shows startling activity for January. Instead of the customary post-holiday slump, recent week have set all-time January highs—27, 32 and 45 per cent ahead of the record totals department stores chalked up a year ago. Such a spending pace brings little jubilation to retailers, who know it's mainly due to customers' anticipating future shortages, and future declines in quality of merchandise when the pinch of priorities and substitute materials begins to be reflected in new goods on the shelves. Thus the indications are that, in many lines of merchandise, the unusually good January business has been "borrowed" from the near future.

WASHINGTON — National income and industrial production, true to expectations, hit all-time peaks for 1941. Income was \$92,200,000,000 — about 16 billions ahead of that year to which financial highs always are compared, 1929. As a guard against over-enthusiasm at these statistics it may be mentioned that about one-third of the gain over 1940 was absorbed by higher prices, and that

approximately 10 of those 92 billions went for munitions and things you can't eat or wear, etc. . . . The production index moved up from 139 to 168—meaning our industries produced one and two-thirds times as much as in the average year 1935-39. This 29-point gain was one of the largest ever recorded and, of course, the final 168 represents the highest rate of industrial production in American history.

FARM WANTED

Wanted to buy possession any time in 1942 farm 75 to 150 acres near Zebulon. Must have good home, two story front, well located with plenty of shade. Good tenant houses and plenty outbuildings. Enough wood for farm use. Good neighborhood on good road. State particulars, price, etc.

Box D, Zebulon Record

The Party Line

FREE: Write for Rumford's new booklet, full of ideas to make your baking better. Address: Rumford Baking Powder, Box A, Rumford, Rhode Island.

WILL BUY HOME

Will buy in or near Zebulon small modern home with large lot or up to 5 or 10 acres. Must be on good road and in good neighborhood. Give full particulars.

Box C, Zebulon Record

APEX — N. C.

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