



MOPPET MODELS will display winter fashions at a "Togs for Tots" luncheon tomorrow. Sponsored by St. Catherine Labourer Women's Council, the noon event will be in the parish hall, 3846 Redondo Beach Blvd.

Pictured are (l-r) Cathy Rice, Aleta Pagnini, Mary Schneider, Julie Pleick, Rita Marseille and Michael Galichon. (Story inside)

Women

LEA HAAS, Society Editor



TELEPHONE DA 5-1515

Nov. 15 Nuptials Planned

The engagement and Nov. 15 wedding plans of Bernice Elizabeth Blonk and Raymond Leroy Post were announced recently by bride-elect's mother, Mrs. Bernice D. Blonk of 20550 Earl St., Torrance.

The Friday wedding will be solemnized at St. Paul's Methodist Church in North Redondo Beach.

The bride, daughter of the late Roelof Blonk, was graduated from Redondo Union High School in June, 1962.

Bridegroom - elect, who was graduated from Prescott High School, is the son of Mr. and Mrs. Alvin Post of Prescott, Kansas.

Post is now serving with the United States Navy and is stationed at Terminal Island aboard the USS Cocco.



BERNICE ELIZABETH BLONK
... Weds Friday

Las Madrecitas Slates Dinner

Las Madrecitas, South Bay auxiliary of the Crippled Children's Guild of Orthopaedic Hospital, is honoring provisional members and their husbands at a "Lets Get Acquainted" buffet dinner scheduled for November 17.

The party will be held at the home of Dr. and Mrs. William Dewhurst, 4 Pinto Lane, Rolling Hills Estates. Cocktails will be served at 8 p.m. followed by a buffet. After dinner guests will dance to the music of Gene Hare and his orchestra.

Mrs. Arthur Heslov is chairman of the event. Assisting her are Mmes. Ernest Dahlman Jr., William Dewhurst, Richard Eagan, and David Levine.

Members may call FR 8-1772 for reservations.

Male Secretary Addresses Professional Woman's Club

Leo Richman, chief of records management for Norair and professional secretary for 20 years of his 30 years in the U.S. Navy, gave an informative presentation Nov. 8 at the meeting of the Airborne Chapter of National Secretaries Association.

Richman's speech was entitled "Taming the Paperwork Monster." The night's event was concluded by a regular business meeting.

Richman's presentation featured a briefing he plans to give to Norair's top management within the next two weeks. He said he decided to try it out on Airborne secretaries and asked them to pretend they were \$30,000 to \$90,000 a year executives. He said he wanted to see if he could convince

them that the paper Mill is truly a paper monster.

INTEGRATED

Richman said Norair is one of the few aerospace companies having a completely integrated system of records management control. "Other top aerospace companies go to Norair for advice because of their advancements in this field."

Richman commented, "I don't think anyone here realizes the cost of paper. Not the actual cost of the paper itself, but this cost plus the cost of salaries and wages of those who use the paper."

"In 1961 Norair spent approximately \$500,000 for purchasing and printing of paper, and it cost approximately \$800,000 for the processing of this paper. This

reveals a formula for figuring the cost and processing of paper to be 15 to 20 times the actual cost of the paper. Can you begin to see why I call this a Paper Monster?" Richman asked.

STORAGE COST

He added they have 54 million pieces of paper a year at Norair. Next he discussed the cost of storage for all this paper. It costs one cent to store one piece of paper per year, according to a top New York management consulting firm.

One of the most expensive items of paper involved is forms. There are 26,043 forms at Norair costing approximately \$2 million dollars.

The second most costly items, Richman stated, are reports. In a 1961 survey it was revealed that it cost \$2

per person to receive one copy of a report. Therefore, if just one name is eliminated from the distribution list of regular weekly reports, the savings to the company would be \$100 a year.

BATTLE

Richman went into "Battle" against the paperwork monster. He stressed the importance of established format and conformity. His answer to storage problems was outlined in "Operation Roundfile," which included proper utilization of bottom drawers, keeping minimum stock of paper on hand and cleaning out all unnecessary bulky items.

Main objective is to reduce paperwork, eliminate memos wherever possible, use telephone instead, send copies only when required.

Sorority Chapter To Plan Projects

Tonight at 8, Xi Gamma Chapter of Beta Sigma Phi Sorority will hold its meeting at Melrose Nursery School, 8306 Melrose Ave., Los Angeles.

The regular business meeting will be conducted by Mrs. Charles Lockwood, chapter president. A Civil Defense report will be given by Mrs. Frank Pondella, Civil Defense chairman.

Mrs. Rhea Joy Luckey will give a report of the Los Angeles City Council of Beta Sigma Phi.

Velma Bartley, ways and means chairman, will display Christmas cards and notions to be sold as a project.

Miss Theo Martin, philanthropic chairman, will tell plans of the Thanksgiving family project. Mrs. Charles Lockwood will relate her trip to Rancho Los Amigos in Downey with personal gifts and needs that she delivered for the chapter.

Martha Oehlerking will

will report on the delivery of stuffed animals that were made and delivered by the chapter to the Children Orthopaedic Hospital.

The spotlight report on news will be discussed by the chapter. Programs will be given by Miss Nell Romans on Korea and Japan and Mrs. Doris Porter on Russian people.

Refreshments will be served by Miss Martha Oehlerking and Mrs. Frank Pondella following the regular business and cultural program.

Nine Attend Ceremonies

Nine members of Xi Zeta Lambda Chapter, Beta Sigma Phi, attended the Ritual Ceremonies sponsored by the South Bay Area Council at Club Alondra, Lawndale, Oct. 30.

Chapter members present were Mmes. Ray Millhouse, Hawthorne; Bert Whited, Gardena; Fran Nichols, Inglewood; Les Mayfield and John Wise, Lawndale; Richard Musto, Angus Mitchell, F. L. McIntyre, and Blanche McCallum, Torrance.

Dessert and coffee were served following the impressive ceremonies giving members an opportunity to personally welcome new members into Beta Sigma Phi.

Tomorrow Xi Zeta Lambda chapter will be host to South Bay Area Council's Exemplar Day, to be held at the home of Mrs. Millhouse. Eight Beta Sigma Phi members, including Xi Zeta Lambda member Mrs. Bert Whited of Gardena, will receive their Exemplar degrees at this time.



MAILING INVITATIONS to the Black and Gold Dance of Bishop Montgomery High School Mothers' Club are (l-r) Mrs. Lars Holt and Mrs. Stanley Smith. The dance will be at 9 p.m.

Saturday, Nov. 24, at the Elk's Hall, 1735 162nd St., Gardena. Dance chairman is Mrs. George Delan. Tickets are \$2.50.

Deputy Visits Job's

Deputy Grand Guardian Ruby Jump paid her official visit to Bethel 35, International Order of Job's Daughters.

Preceding the meeting, a luncheon, planned by the Mothers' Club for Mrs. Jump and the 36th birthday of the Bethel, was held.

After being presented with corsages Mrs. Jump, Elaine Sachse and Donna

Shores, the two initiates, were escorted in by line officers.

Decorations carried out the theme of the Bethel's birthday. The centerpiece was a birthday cake decorated in purple and white.

During the meeting and initiation, which followed the luncheon, Mrs. Jump was escorted to the East. Others escorted were Mrs. Hazel Johnston, guardian;

Walt Livings, associate guardian; and Mrs. Agnes Tosteston, Mrs. May Lou Bergeron, and Mrs. Frances Douglass, past guardians of the Bethel.

The Bethel was honored by the presence of eight past honored queens. They were Nancy Grider, Diane Vossler, Patsy Haubrich, Molly Hammond, Arlene Wells, Novella Bowe, Jonne Levitt, and Jane Gustafson. There

December Party Planned by Club

November business of the Redondo Beach Dianas, California federation of Women's Clubs, Marina District, Junior Membership, was called to order by Mrs. Roger Gardemann, club president, this week at the Redondo Beach Women's Clubhouse.

Following the flag salute Mrs. Gardemann introduced Mmes. Winnifred Van Gilder, co-ordinator; Paul Taylor, past Dianas president; Charles Hillinger, past Marina Juniors president; and Reynolds Gorsuch, district international affairs and hosting chairman.

Mrs. Gorsuch, vice president, reported the children's Christmas party will be held Dec. 20 at the clubhouse with Mmes. Charles Hillinger and Eric Lindgren as chairmen. Mrs. Gorsuch also announced the annual Christmas dance will be held Dec. 7 at the Cockatoo Inn.

RUMMAGE SALE

Ways and Means Chairman Mrs. James Mitchell announced Jan. 17, 18 and 19 as the dates for the rum-

mage sale. Chairmen of the event will be Mmes. Chris Saunders and Paul Mitchell.

Mrs. Eldon Pratt, philanthropy chairman, reported on the Halloween Party held for the Las Palmas School for emotionally disturbed girls. Members assisting Mrs. Pratt were Mmes. James Mitchell, Jules Rensen, Roger Gardemann, and Arthur Callen.

Mrs. Pratt announced the Salvation Army Doll Tea will be held Dec. 5. She thanked members for dressing dolls to be distributed in children's wards at hospitals during Christmas.

CLINICS

Mrs. Frank Torino, civic service chairman, announced polio clinics will be held Dec. 2 and 9, and the TB Christmas Seal campaign will begin Nov. 14.

Mrs. Torino reported Mmes. Mitchell and Gardemann attended the kick-off luncheon at the Ambassador for the March of Dimes. Mrs. Torino stated the Christmas tags were available to order from Los Cerritos Juniors. The money goes to Cystic Fibrosis.

DISPLAY

Federation extension secretary Mrs. Chris Saunders announced the district crafts display will be at Manhattan Beach Nov. 26.

Mrs. Denise Gleason, dean of chairmen, passed the "Pennies for Pines" box and explained that the money goes toward the purchase of a plantation.

Humorous Readings For Club

El Camino Faculty Wives Club will meet Thursday for a program of humorous readings given by Howard Banks, drama instructor at the college.

The club will meet at 8 p.m. in the faculty lounge, according to Mrs. Norman Kadison, program chairman.

Mrs. Irene Block will serve as chairman of the refreshment and decoration committee, aided by faculty wives Maureen Sherman, Jessaway Gogart, Andrea Brown, Dorothy Putzel, and Wilma Poe.

Las month, at the club's first meeting of the fall semester, the members heard "You Can't Get There From Here," a talk given by Miss Marjorie Sewell, communications specialist for the Southern California Gas Company. They met at Mel's House of Raymond, in Hawthorne.

Jan. 17 is the date of the next meeting, at which time they will hold an auction.

Church Club Plans Meet

The Woman's Mission Society of the First Baptist Church at Carson and Manuel in Torrance will have its monthly meeting tomorrow at 10 a.m. in Fellowship Hall.

White Cross articles prepared for distribution in the mission fields as well as hand made items will be on display. The program, centered around White Cross, will be led by a "Mrs. Roving Reporter." Devotions and special music will follow.

Luncheon will be served at noon by members of the Lois Waddington circle. A nursery will be provided. All local women may attend.