



## Inter-Office Communication

To: Council Members

Date: June 2, 1966

From: Bob Fitzgerald

# BEAVERTON

Subject: Council Lunchrooms

Because there has been some confusion on the use of the Council lunchrooms, I offer this letter as guidance, at least for the next month or so, when we will be better able to determine how the Council lunchrooms might best be used.

Both the large and small lunchrooms will be available daily for lunches by members of the Council. The small lunchroom will not be set up unless by specific request in advance.

To avoid conflict, both lunchrooms will be scheduled for special groups by informing a member of the Management Committee. Given the availability of the lunchrooms, the requester and Delta (cafeteria lunchroom manager) will be so informed by Ruth.

We are not encouraging use of the lunchrooms by other than members of the Council, the exception being important guests. Members of the Council may invite other Tektronix employees, but judgment should be used so as not to destroy the purpose of these rooms which is the opportunity to discuss management problems on a frequent basis.

The lunchrooms may be used for conference rooms outside of normal eating time which, for now, is 12:15 p.m. to 1:30 p.m. The cafeteria personnel will require that the room be made available to them from 11 a.m. to 2:30 p.m. for the purpose of preparation, serving and cleanup. Use of these rooms for conference rooms can be arranged for by simply calling my secretary, Ruth (Ext. 258).

Meals will be charged by signing the checks daily. To minimize the accounting, it is requested that only Council members sign these checks, so if you bring a guest, sign his check. Council members will be billed each accounting period for their food bills. When the room is granted for business guests, the appropriate Council manager may charge his responsibility account.

RGF:rh