

Memo for File - SPM-2

Subject: IEEE Staff Planning Meeting, Number 2, August 28, 1962

Present: Bailey, Fink, Hibshman

Item 9. Choice of Publication. It was agreed that the choice as between IRE Proceedings and Electrical Engineering by AIEE-IRE duplicate members would not be solicited at the time of billing dues. Rather, when the dues credit certificates are returned to IRE as per Item 1 of the August 22 meeting, the duplicate members would be solicited for this choice in a separate mailing which would contain the suggestion that such members subscribe to the alternative publication.

Item 10. Letter on Publications Policy. The letter referred to for action under Item 6 of August 22 was presented by Fink, and amendments made. The corrected version is attached to this memo.

ACTION: Hibshman will contact President Teare to get his approval for publication and will produce preprint proofs for the advertising salesmen and others concerned. Bailey will contact President Haggerty for his approval.

Item 11. Ballots received. About 30 percent of the 125,000 ballots sent out have been returned by Voting Members. AIEE HQ had received 14,461 by August 27th, IRE HQ 22,850 by August 28th. Ballots are still being received at both HQs at a steady rate.

ACTION: Fink will consult counsel to see if counting ballots for and against the slate prior to October 1st is advisable.

Item 12. Revision of AIEE Entrance Fee and Dues. It was agreed that every inducement should be offered to encourage applications for membership in IRE and AIEE during the remainder of 1962. Hibshman reported that appli-

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cations for admission to AIEE had fallen off in recent months, due to the prospective reduction in dues after the merger. He suggested that the AIEE Board be asked to reduce the AIEE entrance fee and dues to agree with the IRE (and prospective IEEE) rates, effective October 1st, so as to encourage AIEE membership activity at the NEC and AIEE Fall General Meeting (October 8 - 12).

ACTION: Hibshman will request this action through President Teare.

Item 13. Legal opinion on three-year dues rate. It was discovered that a statement in Article II of the Principles of Consolidation reads differently in the IRE and AIEE versions of this document. The AIEE version reads " . . . and annual dues for new members shall be \$10.00 for the first three years of IEEE membership other than Student, and \$15.00 for each succeeding year." The IRE version reads " . . . and the annual dues shall be \$10.00 for the first three years of IEEE membership for members elected after January 1, 1963, in any grade other than Student, and \$15.00 for each succeeding year." The question of whether there is any substantial difference in the legal interpretation of these two statements was raised.

ACTION: Fink will consult legal counsel for an opinion.

Item 14. IEEE Titles for Hibshman and Bailey. It was agreed that, following the merger, the Executive Secretaries would cease to have line responsibilities in the staff organization, and that they would act as advisors and consultants to the General Manager. Fink suggested that the title "Executive Consultant" would suitably describe this function. Bailey and Hibshman agreed that this was a satisfactory designation.

Item 15. Headquarters Organization and Space Occupancy. The major topic of discussion was the distribution of staff functions between the 47th Street

and 79th Street properties of IEEE. Bailey and Hibshman, in accordance with Item 7 of August 22, presented detailed layout drawings of the two HQs as they are now organized. AIEE has about 21,400 sq. ft., of which 1,475 sq. ft. are basement storage. There are two other unoccupied floors at the United Engineering Center of about 8,000 sq. ft. each. U.E.C. is planned for expansion, but more space would not be available for a number of years. IRE HQ, comprising three buildings, has about 46,000 sq. ft. with a possibility of expansion in buildings to the North on Fifth Avenue if the latter could be acquired at reasonable cost from the present owners. The present space is not sufficient for IEEE HQ operations in either location alone. The U.E.C. space must be used in any event because of prior commitments to U.E.T. by AIEE. Fink is of the strong opinion that ultimately IEEE must find a way of consolidating operations in one location, but there will be no opportunity to do so for several years.

This being the case, Fink suggested that a plan be worked out for consolidating staff functions and putting like groups together in one of the two locations. Bailey suggested that the editorial operation might be consolidated at 47th St. Fink suggested that all technical operations, not only editorial, but also including PTG, TOC, and Standards Activities be combined at 47th St. The United Engineering Societies Library at 47th St. is potentially a valuable asset to all such technical activity. Hibshman agreed that this arrangement would make sense and noted particularly that proximity of PTG/TOC activity to editorial operations would produce mutual benefits.

Subject to detailed planning of layouts, it was assumed that there is sufficient space at 47th St. for these technical functions, plus a reserve for expansion. In addition, there would be space for the General Manager's principal office, for Board Meetings, Executive Committee Meetings, and other Administrative and Technical Committee Meetings. Committee meetings can also be accommodated at 79th St., subject to the preference of the Committee Chair-

man as to location, provided that the meetings do not involve more than about twenty-eight people at maximum. Larger groups (up to fifty) can be accommodated in the Board Room at 47th St.

Bailey stated that the 79th St. mailroom could provide fully collated mail service to 47th St. by 10 o'clock each morning, from mail pickup at the post office at their opening hour of 8 a.m. He also suggested that mail be handled through a post office box number which would take care of all IEEE mail and mail addressed to prior IRE and AIEE addresses including 33 West 39th St. If this plan is approved, application for a box number should be made promptly. The post office officials have stated this plan is feasible.

ACTION: Fink will consult members of Merger Committee concerning space allocation, mail service, telephone service, etc., and seek approval of basic plan.

Item 16. Employee Benefits. All agreed with the recommendation of the Two-man Committee on Headquarters Staff (Messrs. Savage and Fink) to the effect that the more generous provision for employee benefits in each staff be extended to the members of the other staff. This will be the subject of more detailed analysis at a later meeting.

ACTION: Fink will see general approval of this policy from the Merger Committee. The next meeting will be at AIEE Headquarters at 10:00 a.m. September 5th.


D. G. Fink

August 29, 1962