

MERGER PROBLEMS INVOLVING STAFF

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8.5

BUSINESS OFFICE

- 1) Consolidation of records and accounts.
- 2) Automatic systems for records and accounts, addressing, directory.
- 3) Transfer of bank accounts, *signatures.*
- 4) Transfer of investments and securities.
- 5) Design and purchase of forms, supplies, emblems, displays, etc.
- 6) Coordination of purchasing.
- 7) Mailing permits etc. *Methods outside service?*
- 8) Collection of dues and assignment of AIEE credits.
- 9) Transfer of NSF Grants.
- 10) Staff organization and location.
- 11) Personnel policies, benefits, pensions, hours, vacations etc.

MEMBERSHIP SERVICES, REGIONS, SECTIONS, BRANCHES

- 1) Forms for applications, invitations, promotional material.
- 2) Manuals, Guides, Instructions to committees and officers.
- 3) Lists of interim Section designations and relations.
- 4) Region and Section boundaries and members to be included.
- 5) Section and Branch charters, report forms, supplies.
- 6) Consolidation of student files, records.
- 7) Commissions of Counselors and Representatives, for how long?
- 8) Branch Secretaries in Joint Branches, how long?
- 9) Student and Counselor travel privileges, how much, for what?
- 10) Section and District Officer travel allowance.
- 11) Section and Branch allotments. (1/2 from AIEE now)
- 12) Status of Members-for-Life.
- 13) Group Insurance for members.
- 14) Membership term for students.
- 15) Urgency of settling IEEE Bylaws.

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HONORS, AWARDS, PROFESSIONAL DEVELOPMENT

- 1) Endowed Medals, Edison and Lamme. Review of contracts and decisions on form and procedures after January 1963. Usual presentations 1963 WGM and 1963 SGM assumed.
- 2) Fortescue Fellowship review of contract with sponsor, and trustee. Fellow to be selected at 1963 WGM for 1963-1964 year.
- 3) Sponsored Awards. Contract review and revision. 1962 awards at FGM. 1963 award nominations invited in September and November issues of "EE".
- 4) Intersociety Awards.
- 5) Prize awards. 1963 to be reviewed - Institute, District, Section, Student.
- 6) Board of Examiners has presented its suggestions to the Fourteen-Man.
- 7) Members-for-Life Fund Committee to make recommendations. Definition of IEEE M-f-L needed.
- 8) Professional Conduct and Registration Committees, place in IEEE?
- 9) Management and Education can merge directly with counterparts.

PUBLICATIONS

- 1) Ultimate Service
 - (a) Research reports and advanced analysis.
 - (b) Abstracts, indices, bibliographies, catalogues, dictionaries, thesauri, standards, etc.
 - (c) Synthesis, evaluation, instruction, application, summary, news.
- 2) Interim problem - how to handle news and meeting announcements in two magazines?
- 3) Continue EE DIGEST as a tabloid for promotional purposes?
- 4) Name new publication for student members?
- 5) When will "free" PIRE and EE be discontinued for student members?
- 6) When should coordination of advertising sales begin? Package deals for recruiting?
- 7) *Choice of PIRE or "EE" by common members.*

TECHNICAL ACTIVITIES AND SERVICES

- 1) Although the technical Operating Committee (TOC) and Professional Technical Group (PTG) policy is to be directed by two separate officers on the Board, there should be a unified procedure for the conduct of meetings, handling of papers, and other matters to do with the technical program. These procedures should be planned and the functions of the staff specified as early as possible. Planning should now be underway.
- 2) Although the 1963 AIEE WGM in January and the IRE Convention and Show in March will be run as usual, should there not be liaison between committees and staffs now for educational purposes?
- 3) Integration of ITG's and PG's into PTG's should proceed immediately.
- 4) AIEE TC officers should get recognition and position in PTG's in proportion to the AIEE members who enroll in the PG's.
- 5) AIEE members should be encouraged to enroll in the present PG's by displays and invitations at Chicago in October. Fees could then be taken out of AIEE dues credits.
- 6) If the calendar year is to be adopted for administrative and fiscal purposes, it is suggested that AIEE committee appointments beginning August 1, 1962 be considered to run to December 31, 1963 unless the function of the committee is otherwise provided for and the committee discharged prior to that time.
- 7) Preparations should be made to identify meetings after January 1, 1963 as IEEE in all schedule releases and to include both society meetings in press releases now to January 1, 1963.