

Memo for File - SPM - 7

Subject: IEEE Staff Planning Meeting, Number 7, November 2, 1962

Present: Bailey, Fink, Hibshman

Item 24. Prior Membership - Dues Billing. Fink reported that Tobin and Presant had advised that it was legally proper to charge \$15.00 dues for any common member of AIEE and IRE who had three years or more prior membership in either society.

Item 25. Subscription Prices. Fink reported that the Merger Committee had approved the subscription prices of \$13.50 for PROCEEDINGS and \$7.00 for ELECTRICAL ENGINEERING.

Item 26. Consolidated Membership Lists. Fink reported that the Merger Committee had unanimously approved the immediate consolidation of both membership lists, the names of all IEEE members, derived from IRE and AIEE lists, to be placed on Addressograph plates and the financial operations to be consolidated on the Burroughs Computer. Bailey reported that a total of 8,628 duplicate members, in grades above Student, have been identified. Student membership cards have been delivered by AIEE to IRE and are being processed. The number of duplicate Student members is not yet known.

Item 27. Consolidated Staff Assignments. Fink reported that Copp had been put in charge of combined advertising operations for IEEE. Mr. Joseph Holzer has been appointed Advertising Sales Manager of ELECTRICAL ENGINEERING and will report to Mr. Copp effective

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January 1, 1963. Copp and Holzer are making arrangements for the employment by Copp of Del Gado and Bollinger. In addition, Mrs. Newman, in charge of production and billing for ELECTRICAL ENGINEERING will be employed by the Copp organization. Mr. Copp has requested the services of Waldo Schraubstader; Fink will decide whether Schraubstader is to be employed in the IEEE Staff organization or in Copp's organization, in the near future.

Item 28. IEEE Operating Budget for 1963. Fink reported that the Merger Committee had requested the presentation of the first draft of the 1963 Operating Budget at its next meeting, November 14-15, 1962. In preparation for this the IEEE Treasurer-Elect, Mr. Clark, will visit AIEE Headquarters on November 7, 1962. Hibshman and Bailey were requested to bring up to date the Operating Budget figures for their respective organizations. These will be reviewed at IRE Headquarters on Tuesday, November 6, at 1:30 P. M. by Fink, Hibshman, Bailey, Herrmann and Buckley. It was agreed that the first presentation would be divided into three parts; an IRE-derived budget, based on IRE staff effective January 1 and projected through 1963; an AIEE budget on the same basis; and a consolidated budget which would combine the two and take account of overlaps, gaps, and consolidations. Fink reported that after review at its November meeting, the Merger Committee would require a final draft of the budget at its meeting of December 11-12, 1962. Thereafter, last minute changes could be made pending the final approval of the budget at the first meeting of the IEEE Board of Directors, January 8-9, 1963. Revision 6 of the Bylaws as amended by the Merger Committee at its meeting of October 17-18, would be used as a basis for computing Section rebates, etc. The Copp

organization would be requested to give its forecast of advertising income for ELECTRICAL ENGINEERING, PROCEEDINGS, THE MARCH 1963 SHOW, and WINTER GENERAL MEETING - 1963. As a basis of estimating miscellaneous income, it was agreed that IRE would assume that 10,000 of its members would buy the new badge in 1963, and AIEE members would purchase a like amount.

Item 29. Space Committee for 79 Street. Fink appointed the following Committee to make arrangements for "Inner Space" at the 79 Street property. The members are Bailey, Chairman; Braun, Buckley, Herrmann and Sirjane. The functions of this Committee are to prepare space allocations and a moving plan, and to coordinate with the space committee for 47 Street concerning the arrangements for the move. It was pointed out that a limited number of people, primarily in Financial Operations, might need to move immediately after the first of the year, but that the consolidation of other functions might preferably be delayed until after the press of business associated with the Winter General Meeting and the March Convention and Show.

Item 30. Financial and Office Management Functions. Fink pointed out that there was only one major discrepancy in the Staff functions as between AIEE and IRE, namely, that Mr. Herrmann has both finances and office management under his direction, whereas these functions are split in IRE between Miss Sirjane and Mr. Buckley. Fink suggested that Messrs. Hibshman, Bailey, and Herrmann, and Miss Sirjane consult concerning the details of the **separation** of these functions as between Mr. Herrmann and Miss Sirjane. Fink stated his preference that the dividing line be placed as follows: Miss Sirjane would

have full charge of office operations, including hiring of clerical and other non-professional help. Mr. Herrmann would have full charge of all financial operations, including keeping of accounts, computer operations, and reporting on the adequacy of the handling of vouchers, and all other financial processing, directly to the General Manager. Miss Sirjane and Mr. Herrmann would report directly to Mr. Fink; the General Manager will stand ready to assist in deciding any details regarding the distinction between these two operations, during the first months of IEEE's existence.

Item 31. Fellows and Awards Ceremony, March 1963 Banquet.

Fink reported that the AIEE Board of Directors at its meeting of October 12, 1962 had voted that the normal practice for the election of AIEE Fellows be continued up until December 31, 1962. He further reported that the Merger Committee believed that all Fellows in AIEE, so elected beginning July 1 and ending December 31, 1962, be made a part of the Fellows Ceremony of the Banquet on an identical basis with the handling of the IRE Fellows.

With respect to AIEE Awards, the AIEE Board has further voted that the recipients of AIEE Awards be invited to the Banquet, that the citations of the Awards be read, and that the recipients be asked, if present, to stand and be recognized at the Banquet. Bailey will make arrangements to see that the citations of AIEE Fellows are printed in the Banquet program and that otherwise the foregoing arrangements are taken care of.

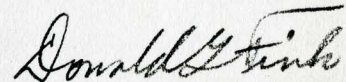
Item 32. Consolidation of Bank Accounts. Fink reported that he had received two recommendations from Messrs. Herrmann and Bailey respectively concerning the procedure for consolidation of bank accounts.

These proposals differ in certain particulars. Since both of the constituent Societies do business with the Chase Manhattan Bank, Fink has decided to refer the differences in these proposals to Mr. John Taylor, Senior Vice President of the Chase Manhattan Bank at 410 Park Avenue. Fink will do this during the week of November 5 and arrive at a definite procedure by the end of that week, so that checks can be designed and printed, bonding arranged for the Corporate Officers, etc.

Item 33. Consolidation of Retirement Plans. Fink reported, that at the suggestion of Mr. Herrmann, he had consulted Mr. Tobin on the legal requirements for consolidating the Trust arrangements for the retirement plans respecting the IRE and AIEE staffs. Tobin had advised that the AIEE, as the continuing corporation, must assume the obligations of the IRE Retirement Trust and that it is not necessary for consolidation to be arranged prior to January 1. However, it is clear that the two retirement plans should be consolidated at a convenient date in 1963. In particular, a Trustee or Trustees should be appointed to represent impartially the interests of the respective staffs during their service prior to Merger.

Item 34. Announcement of Staff Relocation Plans. Fink reported that he had arranged with Mr. Hibshman to appear before the principal staff members of AIEE to explain the plans for relocating staff functions, and that at the same time he would announce changes in the vacation and holiday schedules. This would be done on Monday, November 5. A similar meeting would be arranged for the IRE staff members on November 8.

Item 35. New Emblem for IEEE. Fink reported that the Merger Committee, at its meeting of October 30-31, 1962, had approved the general form of the new emblem. The outline of the badge will be a modified hypocycloid. There will be only two items on the interior field of the badge. The first of these is an arrow, pointing upwards, representing the conventional direction of current flow(i. e. from positive to negative). The other will be a curved arrow surrounding the vertical arrow and pointing in a counter-clockwise direction. This is the same as the symbol in the center of the IRE badge, except rotated 180 degrees. The badge will contain no letters. The final form of the badge will be approved by the Merger Committee, but will not be used in any IEEE publication, letterhead, banner, etc., and will not be sold to members, until the badge is officially adopted by the IEEE Board of Directors. It is anticipated this will occur at the first meeting January 8-9, 1963.



Donald G. Fink

November 6, 1962.