

Memo for File - SPM - 4 - 5 - 6

Subject: IEEE Staff Planning Meetings, Number 4, September 13;  
Number 5, September 19; and Number 6, October 4, 1962.

Present: Bailey, Fink, Hibshman

Item 19(Sept. 13) Review of Merger Committee Minutes:

Fink reviewed the actions of the Merger Committee meeting of September 10. Bailey pointed out that the plan to bill common AIEE/IRE members in accordance with their longer period of prior membership might be in conflict with the implied "contract" in admitting new members to IRE, which promises \$10 dues for three years. Fink agreed to consult Tobin about this.

ACTION:  
Fink consult  
Tobin.

The recommended subscription prices for PROCEEDINGS and ELECTRICAL ENGINEERING to be charged to IEEE members requesting the alternative publication were set at \$13.50 for PROCEEDINGS and \$7.00 for ELECTRICAL ENGINEERING.

The PROCEEDINGS price coincides with the presently advertised price for extra subscriptions for IRE members and for libraries.

The corresponding price for non-members is \$18.00, and it was recommended that this be retained for IEEE. Although the

recommended prices are above the cost of printing and mailing in each case, there are other costs associated with handling subscriptions, and costs are rising at a rapid rate.

ACTION:  
Fink will advise  
Merger Committee.

6.32.343



Item 20(September 19) Consolidated Membership Lists.

Herrmann and Buckley were asked to present their ideas on the consolidation of membership lists. Herrmann suggested that the AIEE and IRE Lists be kept separate until the present contract with Burroughs expires and we can install a magnetic tape system which would combine all geographical and financial data on each member. Otherwise the total costs of consolidating the lists might be substantial. He estimated that the cost of placing 55,000 AIEE names on the IRE Addressograph plates might go as high as \$40,000. Bailey estimated not over \$25,000. Bailey presented an IRE recommendation that the two lists be consolidated as soon as possible, the principle reasons being (1) to permit Headquarters to provide a single set of mailing labels to combined Sections as soon as requested by such Sections, and (2) to permit the complex billing operation for AIEE members desiring membership in the PTGs to be handled as soon as they indicate their intention to join. Fink expressed the view that the costs of transferring to a magnetic tape system would have to be borne in any event, but that the timing might not coincide with the expiration of the Burroughs contract, in the event that a suitable, debugged tape system was not available from any supplier at that time. He also felt that trying to operate with two membership lists for 1963 would involve much inconvenience to the Sections, Chapters and PTGs, and that we should avoid it, particularly if the costs



of consolidating the lists could be approved as a merger expense, prior to the actual establishment of IEEE. He agreed to investigate costs and to make his recommendations to the Merger Committee on October 18. In the meantime, the Directory cards of AIEE will be delivered to IRE, whose staff will identify the common AIEE/IRE members prior to the mailing of dues bills from IRE in November. (The predicted date of completion of this operation is October 11, 1962.)

ACTION:  
Fink will  
advise Merger  
Committee.

Item 21(September 19) Consolidated Staff Assignments.

Fink reviewed with Hibshman a list of approximately 16 "key" staff people, resident in AIEE HQ. Bailey indicated that his long-term staff members could be identified, for the most part, with membership in the 15-Year Club. This list includes about 40 people. After discussion, Fink indicated the following staff assignments(not necessarily official titles) and locations:

Hibshman - Executive Consultant - 47 St.

Bailey - Executive Consultant - 79 St.

Gannett - Chief of Editorial Operations - 47 St.

Jurgen - Assistant to Gannett - 47 St.

Herrmann - Business Manager - 79 St.

Sirjane - Office Manager - 79 St.

Buckley - Assistant to Herrmann - 79 St.

Cumming - Field Secretary - 79 St.

Emberson - Staff Chief for PTG Activity - 47 St.

Callahan - Staff Chief for TOC Activity - 47 St.



Coggeshall - will retire at own insistence December 31, 1963,  
but will assist in TOC activity as a volunteer  
thereafter.

Anderson - Assistant on Technical Committee and Group  
Activities - 47 St.

Landres - Assistant (duties to be determined later) - 47 St.

Charles Rich will not have editorial responsibility in the  
IEEE staff, but will serve in a publications capacity other than  
editorial. Details of the assignments of the non-editorial publications  
staff reporting to Rich will be worked out later. Fink stated his  
intention to appoint an informal committee on space layout, for the  
47 St. space, with Gannett as Chairman and Emberson, Callahan,  
Jurgen, Coggeshall and Anderson as members. They will consult  
Hibshman and will advise on a proposed layout and schedule for  
transferring staff, as per item 15 of the Staff Planning Meeting  
of September 5th.

ACTION:

Fink will advise  
individuals of  
staff assignments.

Staff assignments for individuals not named above will be  
determined at a later date.

Item 22(October 4) Committee Activity. Fink brought up the  
assignment by the Merger Committee concerning IEEE Committee  
Activity. The Technical Committees were not discussed, since they  
are under the purview of an Ad Hoc Committee chaired by Dr. Weber.  
The Standing Committees identified in the proposed by-laws (Revision  
of September 28) were discussed. It was decided to recommend



that each committee member be asked to continue in office until the IEEE Board and Executive Committee can finalize the reorganization of the Committee structure. In particular, the Awards Committees of IRE and AIEE would adhere to their present procedure and schedule of announcements and presentations. However, it was recommended that in addition to the IRE Awards, all AIEE Awards, whether or not previously presented, should be prominently mentioned in the Awards Ceremony of the IEEE Banquet in March and the recipients specially invited to attend and be recognized in the Ceremony. With respect to the Fellow Awards, Hibshman will suggest to the AIEE Board at its October 12 meeting that the AIEE Fellows approved on and after that date, until the time of printing of the program for the IEEE Banquet, be added to the list of IRE Fellows previously approved, so that all Fellows from both Institutes would be a part of the Fellow Award Ceremony at the Banquet. It was pointed out that Fellow Award ceremonies are also held at Section level in both Institutes, but that the Banquet should serve as the "national" recognition. Bailey will need to know the names of the AIEE Fellows in time for the printed program. The Board of Examiners should begin to operate in combined fashion in January 1963, and an approved IEEE Admission form and booklet should be available by that date. The final form of these Admissions documents must wait until the approval of the Bylaws by the Boards of AIEE(October) and IRE (November). If the approved form is forwarded to the Staff by November 30th, the forms can be printed for use in January. It was

ACTION:

Fink will advise Merger Committee.



believed that the activities of the other Standing Committees could proceed as at present until further notice.

Item 23(October 4) Combined Promotion of Publications.

It was agreed that all printed promotion material for PROCEEDINGS or ELECTRICAL ENGINEERING (or in behalf of IEEE), shall be approved in advance by Hibshman and Bailey. Copp was informed of this requirement; Hibshman will handle with Rich.

Donald G. Fink

October 5, 1962.