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Memo for File

Subject: IEEE Staff Planning Meeting, Number 1, August 22, 1962

Messrs. Fink, Hibshman and Bailey met at AIEE Headquarters on the above date to identify and discuss items affecting the organization and procedures of the IEEE Headquarters Staff, with particular reference to problems requiring prompt action by the IEEE Merger Committee. It is planned that such meetings be held once or twice weekly until October 1, 1962, after which Fink will be in New York on a full-time basis.

Item 1. Procedure for billing dues. IRE Headquarters will bill the complete IRE membership list for the appropriate IEEE dues covering the calendar year 1963, using the Burroughs computer facilities, beginning in November. A credit certificate will be enclosed with each bill, notifying those IRE members who are also AIEE members that they should apply for the AIEE dues credit on the reverse side of the certificate, that they should return the certificate and remit the difference between the full amount of the dues and the credit. These certificates will constitute a record of duplicate IRE-AIEE members and will later be used to cull out duplicate billings from the AIEE list. The AIEE list (less those who have returned certificates to IRE) will be billed, probably in March, for the dues period January 1, 1963, to December 31, 1963, less the dues credit. The entire IEEE membership list will then be on a calendar year basis and billing for 1964 dues will commence No-

vember 1963.

ACTION:

Fink will report to the Merger Committee on September 10th and seek approval of this dues billing procedure.

ACTION:

Hibshman will prepare a compilation of the various amounts of dues credit applicable to various classes of AIEE membership and dates of prior dues payment, [✓] together with an estimate of the total amount of dues credit for the entire AIEE membership list.

The latter figure will be used to confirm the previous estimate of total IEEE dues income for calendar year 1963.

Item 2. IEEE Section Financing. AIEE Treasurer Clark has reported that AIEE Section rebates are to be paid out to cover operations through January 31, 1963. Thereafter, policy must be established to cover Section payments following that date. IRE Sections are on a calendar-year basis. It is understood that IRE and AIEE Sections in a given area are free to combine at any time after January 1, 1963, or to defer combined operations for an unstated period. It is therefore urgent that interim policy be established governing Headquarters contributions to Section financing as well as local sources of financial support for Sections. It was agreed that recommendations on such a policy would be made initially by Bailey, Fink and Hibshman and presented for approval or modification to the Merger Committee by Fink. ?

ACTION:

Bailey and Hibshman will outline present practice and suggest a formula to cover the immediate needs of HQ support of Sections.

This is to cover immediate needs only. The IEEE Executive Committee will make the permanent policy after Regional Directors advise on local conditions.

Item 3. Admissions procedures. It was agreed to recommend to the Merger Committee that the existing IRE Membership Application Forms be used during the month of January 1963, to avoid having to reprint forms if there are any changes in By-Law provisions, etc., after the Board of Directors take office. The IEEE Board of Examiners should be asked to approve the IEEE Membership Application Forms as soon as the membership provisions of the By-Laws are firm. The initial proposal for these forms will be worked up by the IEEE HQ staff and submitted for approval or change to the Board of Examiners. We would hope to start using the new forms on and after February 1, 1963. IRE forms sent out after January 1st and prior to this date will be rubber-stamped "IEEE".

ACTION: Fink will advise the Merger Committee and seek approval of this procedure.

Item 4. Mail address on HQ stationery. It was agreed that, to minimize cost trucking mail, the IEEE should have only one mailing address on its stationery. One possibility is a P. O. Box Number, which would permit mail to be delivered to the Mail Room, whether this room is ultimately located at 79th St. or 47th St. When the final layout of staff functions is established, steps to minimize

mail delays in critical operations (example, publication proofs) can be worked out; meanwhile, the stationery used should not set a pattern we may later wish to change. IEEE stationery should be printed and on hand not later than early December. To permit full consideration of the IEEE emblem by the Merger Committee, it is proposed that the initial stationery should not contain the emblem, but merely the full name and initials of the Society, and the mailing address or box number.

ACTION:

Fink will advise the Merger Committee on September 10th and seek guidance.

Item 5. Election ballots received. As of the morning of August 22, IRE had received 11,500 election ballots, and AIEE 8,970 ballots. These ballots have not been removed from the inner envelopes. On advice of legal counsel for both Institutes, the ballots will not be opened and counted until the polls close on October 1. Both HQs can complete the count in the presence of the Tellers Committees on that day or by October 2nd at the latest. No adverse reports on the balloting have come to the attention of either HQ. A preliminary sampling, not advised by counsel, can be made at an earlier date if the Merger Committee so directs.

ACTION:

Fink will recommend to the Merger Committee on September 10th that they proceed without a sample count, there being no indication that the balloting is adverse to the slate.

Item 6. Editorial and Advertising Departments. It was agreed that the IEEE must have only one Editorial Department and only one Advertising Department. Consolidation of editorial functions presents no special problems. However, a firm decision is needed promptly on the future pattern to be followed in the Advertising Department. In particular, the advertising fraternity needs public notice of IEEE's intention to publish Electrical Engineering through 1963. Advertisements to this effect should be published by both IRE and AIEE in such journals as Printers Ink. In addition, a letter from both Presidents should be published in Proceedings of IRE and Electrical Engineering stating this intention, and reprints of this letter made available to all advertising salesmen concerned. The decision to follow the "in-house" advertising setup of AIEE, or the "contracted-service" system of IRE, must be made as quickly as possible, so as to maximize advertising income from fully coordinated operations.

ACTION: Fink will bring this problem to the attention of the Merger Committee, and seek a firm date at which the decision will be made, and determine the procedure desired by the Merger Committee in arriving at the decision.

ACTION: Fink will seek immediate permission from Warren Chase and Haraden Pratt to proceed with the above mentioned advertisements.

Note: The permission was received on August 23 and word passed back to Hibshman and Bailey.

ACTION:

Fink will prepare the above-mentioned letter and get approval of Presidents Teare and Haggerty.

Item 7. Functional Layout of Headquarters Space. To prepare for the eventual consolidation of staff functions, Fink asked Bailey and Hibshman to provide organization charts and space layouts as they now exist in the respective Headquarters for discussion at their next meeting (August 28th). At this meeting, we will begin to identify the common functions, the space requirements, and other factors leading to a logical occupancy plan for the two Headquarters. It is hoped to have the main features of this plan to present to the Merger Committee for approval by November 1st at the latest. No actual relocation will take place until the Merger is officially consummated in January, but it is desirable to give the staff advance notice of relocation plans.

Item 8. Schedule of future meetings. Staff planning meetings were set for August 28 at IRE and September 5 at AIEE.

D. G. Fink

August 24, 1962