

Memo for File - SPM-3

Subject: IEEE Staff Planning Meeting, Number 3, September 5, 1962

Present: Fink, Hibshman, Bailey

Item 11. (continued) Ballots Received. As of September 5, IRE had received 24,392 ballots of which 24,154 were valid. For the slate were 23,367; against 786; percentage for the slate, 96.8%. Percentage of ballots returned, 37%. As of September 4, AIEE had received 20,468 ballots, a return of about 35%. A sample count of 1,541 ballots showed a vote for the slate of 1,512, 24 against, and 5 invalid; a favorable percentage of about 98%.

Item 12. (continued) Revision of AIEE Dues and Entrance Fee. Hibshman reported that the mail ballot of the AIEE Board was favorable to this revision and that AIEE HQ would proceed forthwith to mount a membership campaign.

Item 13 (continued) Three-year dues rate. Fink reported that legal counsel advised that the question of IEEE dues to be billed for 1963, for former AIEE members having less than three years service, was not answered conclusively in the published Principles of Consolidation, and should be referred to the Merger Committee and possibly to the two Boards for a final determination. A maximum count of AIEE members in that status was 10,642, but a more accurate count eliminating re-entries, etc., would be made. It appears that the loss in dues income, if a \$10 IEEE dues is set up for these members, would amount to a maximum of \$53,000.

ACTION: Hibshman will supply Fink with the more accurate count by Friday, September 7.

ACTION: Fink will present the matter to the Merger Committee and seek a ruling.

This question must be settled by October 1, to permit dues billings in

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November as per Item 1. of the meeting of August 22. Fink will also find out what basis of dues income was used for the budget projection for 1963. Since this item may amount to 20 percent of the projected budget deficit, Fink will emphasize the importance of a decision favoring maximum income.

Item 15. (continued) Headquarters Space Occupancy. Fink reported that he had conversed with Messrs. Haggerty and Chase, as well as President Teare and TOD Director Blackmon, concerning the proposal to locate all editorial and technical staff functions at 47th St. and had their endorsement of the idea. The matter was also discussed with members of the TOD Committee at lunch, this date, and received enthusiastically by them. Haggerty had asked for a detailed study of physical layout to determine whether such a move was in fact feasible. Hibshman indicated that the total desk count on the 9th, 10th and 11th floors at 47th St. was 103, of which 21 are not presently occupied. Bailey reported that a maximum of 50 desks would be required for the 79th St. editorial staff (including temporary staff for Director) and PG functions. The transfer from 47th St. to 79th St. of Accounting and Membership Service functions will vacate the majority of the 10th floor space, as well as smaller areas on the other two floors. It was agreed that there was a comfortable fit in the 47th St. space for the editorial-technical staff requirements, with space for expansion, particularly since some consolidation of these staffs can be anticipated.

It was agreed that a detailed layout plan for the 47th St. space would not be made until (1) the Merger Committee as a whole had concurred in the basic idea and (2) until the three staff heads (editorial, PTG and TOC) had been identified. These men would then be given the task of preparing a workable layout. John Callahan was identified as the prospective head of



TOC staff, since I. E. Coggeshall will retire at the end of the year.

Richard Emberson has been hired by IRE to be PG Secretary effective September 10th, and is the logical man to head the PTG Staff. The respective responsibilities of Gannett and Rich will be decided by Fink in the near future, after discussion with the Merger Committee.

Under this plan, all accounting, dues billing, etc., would be centered at 79th St., as would Membership Services (addressograph, admissions, transfers), payroll, purchasing, mailroom, publications storage, and similar functions.

Bailey emphasized the urgency of an early application for a P.O. Box Number, as per item 15 of August 28. It was agreed that centralized assembly of mail by the Post Office and distribution from the 79th St. Mailroom was feasible and desirable.

ACTION: Fink will request concurrence by Chase and Haggerty re mail plans and immediate application for a box number. Note: This concurrence obtained September 7.

Item 16. (continued) Employee Benefits. Fink suggested that overall policy for vacations, holidays and sick leave be arrived at promptly and announced to the AIEE and IRE Staffs, so that future commitments (cottage rentals, etc.) can be made. It was agreed that the IRE vacation schedule and the AIEE provisions for holidays and sick leave would be adopted. Subject to concurrence by the Merger Committee on September 10th, this announcement will be made on or about October 1st. Years of service in IRE or AIEE will count in establishing benefits under the IEEE Benefit Plans.

Slower action will be taken with respect to pay schedules, group insurance and retirement benefits. Shortly after October 1, Fink will examine

the pay scales for equivalent jobs, will discuss the introduction of Group Insurance with the IRE HQ Staff heads, and will investigate the compulsory employee contribution to retirement benefits now in effect at AIEE to see whether this can, or should, be extended to the entire staff.


ACTION: Fink will explain plans to Merger Committee.

Item 17. Editorial decisions for January issues. The January 1963 issue of Proceedings will be labelled "Proceedings of the IEEE" with, in small type, the statement "Formerly Proceedings of the IRE". The volume sequence will be maintained intact until further notice. The masthead will list officers and directors, and will indicate also the officers designated for action by the IEEE Board (Editor, Secretary, Treasurer, Vice President for PTG, Director for TOC). Bailey will prepare a sample masthead for review by Fink. Electrical Engineering will publish without change of name or volume sequence, but "Published by the IEEE" will appear on the front cover. The masthead treatment should agree with that of Proceedings. Gannett and Jurgen will arrange to exchange news items, as per the publication policy letter.

ACTION: Bailey and Hibshman will submit sample mastheads for the respective publications, for review by Fink.

Item 18. Next meetings. Staff planning meetings will be held at IRE on September 13th and at AIEE on September 19th, at 10:00 AM.

September 6, 1962

  
Donald G. Fink