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AMERICAN INSTITUTE of ELECTRICAL ENGINEERS
(HEADQUARTERS: 33 WEST THIRTY-NINTH STREET, NEW YORK 18, N. Y.)
PLANNING AND COORDINATION COMMITTEE

6.0

10.54.494

April 3, 1962

Address Reply to

Mr. Present:

The following are items which I feel should have your approval or on which we need your advise before proceeding with the publications and mailings associated with the merger and the June 18 Annual Meeting for its approval.

- 1) President's letter in the May issue of the magazine, Draft #1 (Revision #4)
- 2) Two-page spread for the magazine , May issue under the title of "ANATOMY OF MERGER" Draft # 1 (Revision #4).
- 3) Must the Resolutions and the Agræments and other documents to which they refer be mailed with the proxy? Will their appearance in the April issue of the magazine suffice?
- 4) Must the announcement of the meeting have any special form in the May issue of the magazine and/or in the proxy mailing?
- 5) What are the restrictions and limitations on those who may serve as proxies? Will any three willing Directors do?
- 6) Have all the matters in my letter of March 28 addressed to George Bailey been taken care of?
- 7) I am told that the Eight-Man Committee agreed that our show should take place in connection with the March Convention instead of the January Winter General Meeting. Is the action of our Board in setting that new show date in violation of the contract?
- 8) Is the wording of the proxyas we have it attached here as it should be?

Hibshman