



*ITT Continental
Baking Company Inc.*

Executive Offices

*P.O. Box 731
Rye, New York 10580
(914) 967-4747*

October 8, 1976

Mr. F. J. Van Antwerpen, Secretary
American Institute of Chemical Engineers
345 East 47 Street
New York, N.Y. 10017

Dear Van:

Would you please arrange to have the subject of "Division Status for the Machine Computation Committee" included in the agenda of Council's meeting in Chicago. Charlie Ware and I will be present to report on the progress of the Division Formation Committee. I would appreciate it, in order to accommodate Charlie's travel schedule, if we could be included in the afternoon portion of the agenda for Saturday, November 27th.

Unless there are complications, I expect that we will be prepared to present to Council the following items:

- 1 - A specific program for actual formation activities including solicitation of members for the division, election of officers and approval of bylaws.
- 2 - A proposed set of bylaws based on the model division bylaws and bylaws of the presently existing divisions. A name for the division will have been selected at that time.
- 3 - A proposed operating plan for the first two years of activity of the division including particular analysis of technical session programming, operating budgets and publication of a newsletter.
- 4 - Letters of support for division formation from concerned groups in the NPC or letters delineating such group's reservations and areas they wish to preserve from division activities.

I am in the process of securing written commitments to serve on the formation committee from the required ten persons who hopefully would be very representative of the broadest Institute concerns.

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I can have copies of the proposed bylaws (sans division name) and operating plan ready for distribution to Council if you let me know when you would make your normal mailing to them.

I also want to let you know that Herb Owens has been very cooperative and helpful during this period of Division formation work. I have appreciated his involvement and concern a great deal.

Sincerely yours,

R. L. Morris

RLM/vf

cc: C. H. Ware

V. J. Sterba

A. V. Caselli