

**ITT Continental
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Executive Offices

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November 4, 1976

To: AIChE Council Members cc: C. H. Ware, Jr.
From: R. L. Morris
Subject: Material Relevant to Division Status for MCC

Charlie Ware, Chairman, of the Machine Computation Committee, and I, as Division Formation Committee Chairman, will appear at the November 27th meeting of Council in Chicago to present the proposal for the formation of an Institute Division based on the general area of activity of MCC. This letter and the attached items are provided for your information in this matter.

Referring to Section VII Paragraph 1 of the Institute Bylaws dealing with the Establishment of Divisions the following is the status of our activities.

- (a) I have received written agreements from the required 10 members needed to establish the Formation Committee. Their names are shown in the first attachment. I have asked 6 other members to join the Committee but have not received written agreements from them as yet. Carnahan, Mah and Westenberg may not have had time to reply. Weaver and Sanghvi have verbally agreed to participate but have not confirmed this in writing.
- (b) The required statement of objectives is included in the proposed Division Bylaws (d below). The Formation Committee's first year of operations essentially began in May with the distribution of a questionnaire to all Institute members who had indicated "Computer Applications" or "Process Control" as their primary professional interest. The results of this survey and the letter and questionnaire sent to these members are attached next. These results show an assured minimum Division membership of 400 with a probable potential membership of more than 1000.

The Committee will meet at Chicago, probably on Monday, to determine specific activities still to be accomplished in satisfying final formation requirements.

- (c) Members of MCC are Chairmen of the following scheduled symposia at AIChE meetings in the next year.


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|----------|---------------|---------------------------------|
| Chicago | D. G. Fisher | Advances in Ch.E. Computing (2) |
| Houston | T. Leininger | Data Management Systems |
| Denver | M. Tayyabkhan | Computing in the 1980s |
| | T. Peterson | |
| New York | R. L. Motard | Advances in Ch.E. Computing (2) |

- (d) A draft set of Division Bylaws are attached next. These comply with the Model Bylaws and closely follow the structure of other current Division Bylaws now in effect. These Bylaws are probably much more complicated than any previously submitted for a new Division. This is a result of the great amount of copying I've done and my own desire to avoid minor but troublesome "jurisdictional disputes" within the Division. They are a second revision involving inputs from at least six persons. Noticeable by its absence from the Bylaws is a name for the Division. Selecting a name is turning out to be a difficult task and since it is important in providing an understandable message to prospective members, we want it to be right. A name will be presented to you in Chicago.
- (e) The questionnaire survey (6 above) provided 346 names of persons who have agreed to join the Division if it is formed. These names are in the hands of Herb Owens at AIChE headquarters.
- (f) The Committee is prepared to act as a temporary Executive Committee of the Division once approval to proceed is obtained. This would include final revision of the Bylaws, setting initial dues, establishment of a budget, soliciting members, continuation of MCC activities (MCC officers are members of the Formation Committee), supervision of the first election and planning of the first Division Executive Committee meeting.

In addition to the requirements of the Institute Bylaws we have been charged with some additional responsibilities.

- (g) I've asked Westerberg (1d), Weaver (21) and Sanghvi (5c) to provide to me by November 15 letters indicating their views on Division formation. Area 1d of the NPC heavily involves MCC members and I doubt there is any conflict. Weaver and Sanghvi have both indicated support in prior meetings. The Section structure proposed for the Division provides maximum liberty for programming diversity. I really haven't encountered any serious concern on this presumed problem.
- (h) An operating plan and budget for two years has been requested. Much of the content of the plan and budget must be worked out with the entire Formation Committee in Chicago. The general scope of the Plan will include the following:
 - 1- Operating in the first year within the \$1500 budget approved for MCC with major expenses being the distribution of 2 issues of a Newsletter, mailings soliciting Division members and printing of Bylaws. The MCC budget will be supplemented by some dues collections from the first group of Division members.

- 2 - Operations in the second year will be budgeted on the basis of possible Division membership (low=300, probable=700, optimistic=1000). Newsletter mailings will be scaled from 2 to 4 on this basis and will be the major cost. Dues will most likely be set at \$3.00 to avoid need for any short term increase pressure. Activities in the second year will concentrate on Section formation, programming in cooperation with NPC, establishment of basic operating committees, definition of the Awards program required by the Bylaws and membership development.


Robert L. Morris
Chairman
Formation Committee
MCC Division Status

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