



**ITT Continental
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December 7, 1976

To: C. Ware, V. Sterba
From: R. L. Morris
Subject: Formation Committee Chicago Report

I thought it would be appropriate to prepare a report covering the various activities involving the Computing Technology Division Formation Committee at the Chicago meeting.

Council Meeting

Charlie Ware and I appeared before Council on Saturday afternoon to present the status of the division formation work. In addition, Al Caselli reported the sense of Council's discussion. These remarks summarize Al's remarks and my own thoughts.

Council seems generally satisfied that there is both a need and an interest in forming a division in the general field of chemical engineering computer applications. The worry over conflicts in programming interests persist and they are so diffuse that it is difficult to constructively respond to their concerns. I suspect that very few Council members had time to read our entire report so that questions were gotten mostly from Van and Klaus Timmerhaus. Van is concerned about the scope of proposed division interests, the name and programming. Klaus had specific concerns with the By-Laws (none serious), satisfaction of statutorial requirements of formation and programming. Al later reported that Council was generally in favor of approving the division but had a sense of being "railroaded" (my word) and wanted assurance that all requirements of formation including the one year formation period was satisfied.

The letters from the NPC were accepted as indicative of support and initially effective liaison from critical NPC area committees. There was a desire that the formation committee's operating plan be drawn in more detail.

Formation Committee Meeting

The following assignments were made at the Formation Committee meeting on Monday.

Warren Seider will prepare a budget for 1977 for the formation of the division operating within the \$1500 allocation to MCC and presuming final Council approval to proceed with elections to be given in June.

A sub-committee headed by Bob Fisher and including Dick Mah, Mike Tayyabkhan and Herb Owens will prepare a final revision of the By-Laws. I am sending them my file on the By-Laws. By this memo, I request all members of the Formation Committee to send them any questions for changes based on version of the By-Laws attached hereto.

All members of the Committee and members of MCC who are chairing sessions at coming Institute meetings are to arrange that the program listing include a statement that their session is sponsored by the Computing Technology Division Formation Committee and MCC.

Herb Owens will make it a formal matter of record that we have the required 100 signatures of potential division members.

While the name Computing Technology Division was formally proposed to Council there is time to change it if anyone has a better one. Please send suggestions to me.

You (Charlie and Vern) are to draw up a formal operating plan for the formation period. This will be based on Warren's budget and the assumption of June approval. It will cover the period through first quarter 1978 when it is assumed elected officers will be in charge of the division. The plan should include all actions to be performed by the Formation Committee with dates specified for their completion. All items in paragraph (f) of my November 4th report to Council should be included as a minimum.

By prior agreement with Vern I promised to take care of liaison with the Public Relations Committee. I also promised to update the article for the newsletter for Sig Lawrence.

All of the above assignments are to be completed by January 30, 1977 unless prior agreement is made with me for a later date.

Public Relations Committee Meeting

I attended this meeting to see if it would be useful as a means of publicizing division formation activities. The PR Committee is struggling to survive as much of its activity is transferred to others in the Institute. Since they are mainly concerned with the audience (public) outside of the Institute there is little of immediate value to us in their activity at this time.

Other Divisions

Along with other Committee members I attended meetings of other divisions. The following are notes of interest to us.

The National Membership Committee publishes a newsletter which would probably publicize division formation. I'll follow up on this.

Newsletters and elections are the major budgetary costs of divisions.

Newsletters mailed prior to national meetings rather than at fixed dates (i.e. quarterly) get good responses from division members.

The Food, etc. Division has on its list of possible technical programs for 1978 several on process control and computer simulation. It would seem that inter-divisional programming coordination will become important in the future.

Robert L. Morris

Robert L. Morris
Chairman
Formation Committee
MCC Division Status

RLM/vf
cc: A. Caselli
Formation Committee Members